

- Title:** **Safe Handling and Administration of medication L2 for Children including Ofsted requirements.**
- Audience:** All staff who have responsibility for managing and administering medication to children.
- Description:** This course gives delegates the knowledge required to administer medicines safely and efficiently to children in line with policies, legislation, safety practice and Ofsted standards.
- Objectives:** By the end of this course you will understand how to comply with your medication policy and current Ofsted standards, which will enable you to -
- be aware of legal requirements when administering medication.
  - know correct procedure for the safe administration of various medication.
  - know how to complete health care plans
  - know how to accurately complete and maintain medication records.
  - explore roles in implementing your medication policies and procedures.

**Courses:**

Dates	Times
14 May 2024	9:30 - 16:30
17 September 2024	9:30 - 16:30
04 December 2024	9:30 - 16:30
27 February 2025	9:30 – 16:30

- Venue:** Castle Hill Centre, Castleton St, Bolton BL2 2JW
- Facilitator:** Pharmacy Team
- Price:** £30.00 plus VAT
- Booking Info:** For the Bolton Council staff, please book your place via Oracle self-service. All other delegates, please use this link to complete a [nomination form](#). Alternatively scan the QR code below. If you have mobility difficulties, please inform us via our [learninganddevelopment@bolton.gov.uk](mailto:learninganddevelopment@bolton.gov.uk) email address.
- Cancellation:** To cancel your place, please notify the Learning and Development team on 01204 337600 or email [learninganddevelopment@bolton.gov.uk](mailto:learninganddevelopment@bolton.gov.uk). You must cancel your place at least 2 weeks prior to the course date, otherwise the following charges will apply.
- 2 weeks or more – No Charge
  - 1-2 weeks prior - £30.00 plus VAT
  - The week of the training course £30 plus VAT
  - Non-attendance - £30 plus VAT

**IMPORTANT** -If your course is free of charge and you cancel within 2 weeks or do not attend, you will be charged £30.00 plus VAT.

