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| **Our Ref:** | CCNT/Training | **Children’s Community Nursing Team**  **Breightmet Health Centre**  **Breightmet Fold Lane**  **Bolton**  **BL2 6NT** |
| **Telephone:** | 01204 463977 |  |
| **Fax:** | 01204 463975 |  |
| **Date:** | 16 October 2017 |  |
|  |  |  |
| **PRIVATE AND CONFIDENTIAL** | |  |

***Re: Training for staff in schools and nurseries***

To whom it may concern,

We as a Children’s Community Nursing Team offer training to schools and nurseries enabling teaching staff to care for children on our case load.

The majority of our training is for gastrostomy and naso gastric tube feeding, oral suction and tracheostomy care.

As part of this training we will deliver one theory session and arrange further visits to observe school staff in order to sign off competencies. We recommend annual updates in order to keep competencies up to date and advise that school staff contact us in advance to arrange this and also to let us know if further training is required i.e. if the child is with different staff when they move to a new class.

We recommend that 3 members of staff should be trained and if schools/nurseries require more than this then it may incur a charge.

If training is required please complete a referral form and fax to Children’s Community Nursing Team on 01204 463975.

Regards

Continuing Care Team

Children’s Community Nurses