



Controlled Drug Policy

Introduction

This policy is intended to be applied to the Manager / Deputy Manager at Little Dreams Nursery that will administer controlled drugs within the premises if / when required. This policy provides guidance on all aspects of controlled drugs including storage, recording, use and dealing with loss or theft.

Storage

- The CD will be stored in the locked filing cabinet in the office.
- Nothing will be displayed on the cabinet to indicate that CDs are kept within the cabinet
- The keys to the locked cabinet and who holds them is always known
- The keys are always kept separate from the cabinet and are not accessible to unauthorised persons
- The Manager / Deputy Manager on duty will take overall responsibility for the keys
- The cabinet will only be opened by Management concerned
- The Manager / Deputy Manager remains ultimately accountable for the management of the CD

Recording

The Managers must record the following on the controlled drug medication form: -

- The medication that is given
- The dosage according to weight
- Expiry date and batch number
- The date and time of administration
- The route of administration
- The person who administers
- The person who witnesses it
- Parents signature

Use

- The Manager will follow all instructions on the CD
- The Manager will have a witness present when giving the dosage
- The witness will also independently check all instructions on the CD
- The witness will also independently check the dosage

Theft / Loss

- If the CD is stolen or lost, the Manager must complete an incident form as soon as possible.
- The Manager must notify the parents that the CD has been stolen or lost
- The Manager must contact police to inform if this is necessary.