



Controlled Drug Policy

Introduction

This policy is intended to be applied to management at Little Dreams Nursery that administer controlled drugs within the premises.

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.

Management on duty will take overall responsibility for the keys.

The cabinet will only be opened by the Manager / Deputy Manager / Supervisor concerned.

Management remains ultimately accountable for the management of the CD.

Recording

Management 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

Management will follow all instructions on the CD.

Management 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, a member of management must complete an incident form as soon as possible.

Management must notify the parents that the CD has been stolen or lost.

Management must contact Police to inform if this is necessary.