Controlled Drug Policy

Introduction
This policy is intended to be applied to the managers 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 lose 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 known at all times
The keys are always kept separate from the cabinet and are not accessible to unauthorised persons
The manager on duty will take overall responsibility for the keys
The cabinet will only be opened by the manager concerned
The 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 / lose
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.