



Controlled Drugs Policy

Updated September 2024

At Briar Dene Childcare, we are committed to ensuring the health, safety, and well-being of all the children in our care. This policy outlines the procedures for managing and administering controlled drugs, ensuring compliance with relevant legislation, and minimizing risks associated with the handling and administration of such medications.

The purpose of this policy is to:

- Provide clear guidelines for the safe and legal management of controlled drugs at the nursery.
- Ensure the safe administration of prescribed controlled drugs to children where necessary.
- Comply with legal and regulatory requirements concerning controlled substances.
- Ensure the safety and well-being of all children, staff, and visitors in the nursery.

This policy applies to all staff, parents, and carers involved in the administration, handling, or storage of controlled drugs at **Briar Dene Childcare**. It covers the following:

- The receipt and storage of controlled drugs.
- The administration of controlled drugs to children.
- Record-keeping and monitoring of controlled drugs.
- Disposal of unused controlled drugs.

Definition of Controlled Drugs:

Controlled drugs are substances that are regulated under the **Misuse of Drugs Act 1971** (or relevant national legislation). These drugs are classified into three categories: Class A, Class B, and Class C. Certain medications prescribed to children, such as those for pain management or ADHD, may be classified as controlled drugs and require special handling, storage, and documentation.

General Principles:

- **Safety and Security:** Controlled drugs must be stored securely and only accessed by authorized staff members.

- **Legal Compliance:** All actions relating to controlled drugs must be in compliance with the relevant legal and regulatory requirements.
- **Parental Consent:** Written consent must be obtained from parents or guardians before any controlled drug is administered to a child.
- **Staff Training:** All staff involved in the administration of controlled drugs will receive training on how to handle, store, and administer controlled substances safely.

Handling and Storage of Controlled Drugs:

- **Storage Requirements:**
 - Controlled drugs must be stored in a locked, secure cabinet or container that is tamper-proof and located in a designated area away from general access.
 - Only authorized personnel (e.g., Nursery Manager, designated staff members) should have access to the keys or combination to the storage area.
 - The controlled drug cabinet should be clearly labelled and regularly checked for security.

Receipt and Documentation:

- When controlled drugs are received at the nursery, a record should be made detailing the name of the drug, the amount received, the name of the child for whom the medication is prescribed, and the date of receipt.
- The nursery will maintain a record of all controlled drugs, including details of when they are administered, who administered them, and the amount given.

Administering Controlled Drugs

- **Parental Consent:**
 - Before administering any controlled drugs, written consent from the parent or guardian must be obtained, specifying the child's name, the name of the medication, the prescribed dosage, and the administration schedule.
 - The consent form must be updated if any changes occur to the medication or its dosage.
- **Administration Procedure:**
 - Controlled drugs must only be administered by trained staff who are authorized to do so. This includes ensuring that the correct dosage and timing are followed as prescribed.
 - The staff member administering the medication will:
 - Check the medication and dosage against the written instructions on the consent form and the medication label.
 - Administer the medication in the presence of another staff member to ensure accuracy and accountability.
 - Record the administration of the drug in the medication log immediately after it is given, noting the date, time, dosage, and any other relevant details.
- **Record-Keeping:**
 - A medication log will be maintained, detailing the name of the controlled drug, the date and time of administration, the dosage, the name of the person administering the drug, and any reactions or side effects observed.
 - Both the nursery and the child's parents will receive copies of the record for transparency and monitoring.

Monitoring and Documentation:

- **Daily Checks:**
 - The Nursery Manager or designated staff member will carry out regular checks of controlled drugs to ensure that quantities are consistent with records and that there is no unauthorized access or misuse.
- **Discrepancies:**
 - Any discrepancies in the quantity of controlled drugs (e.g., missing medication) must be reported immediately to the Nursery Manager, who will investigate the issue in accordance with the nursery's safeguarding procedures.
- **Reporting and Documentation:**
 - All incidents or concerns related to controlled drugs (e.g., missed doses, incorrect administration, suspected tampering) must be documented and reported to the Nursery Manager immediately. Further actions will be taken in consultation with the relevant medical professionals, authorities, or the child's parents.

Disposal of Controlled Drugs:

- **Unused Medication:**
 - Any unused or expired controlled drugs should be returned to the parent or guardian or disposed of following legal procedures.
 - If a controlled drug needs to be disposed of at the nursery, it must be done in accordance with local regulatory guidelines. This may include having a witness present during disposal and completing a record of the disposal.
- **Disposal Records:**
 - A record should be kept of all controlled drugs that are disposed of, including the date, drug name, amount, and method of disposal, as well as the names of the staff involved in the process.

Training and Support:

- **Staff Training:**
 - All staff involved in the administration or handling of controlled drugs must undergo regular training in safe medication practices, including the handling, storage, and disposal of controlled substances.
 - The training should include awareness of the potential side effects, risks, and signs of misuse of controlled drugs.
- **Ongoing Support:**
 - Staff members should feel supported in their role and encouraged to raise any concerns or questions about the administration of controlled drugs with the Nursery Manager.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		