



Standard Operating Procedure

DCS MOD Schools Early Years Settings

Standard Operating Procedure (SOP): Medicines and Allergies, Controlled Drugs

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Review annually or if any changes are made to support practice.

1. Purpose

To ensure individuals taking medicines, controlled prescriptive drugs or those with recognised allergies are cared for in an appropriate way and all written documentation is accurate and up to date.

2. Scope

- Allergies and medical conditions to be recorded and shared with relevant staff (maintaining confidentiality). Written record to be provided to each room (including kitchen and snack room) where information should be easily accessible but out of general sight eg. inside of a cupboard door but known to relevant staff.
- Health Care Card/ medical record to be created detailing bullet point procedure of what should happen if child or staff member requires medical assistance (see example attached)
- Staff to be aware of new children and possible medical/allergy information. Management team to ensure all supply staff are also made aware on the occasional sessions that they work, whilst ensuring confidentiality.

3. Responsible Persons

Parents are responsible for sharing information about their child's medication and allergies. Staff are responsible to ensure their manager is aware of any allergies, medication or prescribed controlled drugs. Manager/deputy are responsible to ensure that children who may require it have a setting care plan in place which has been signed by a Doctor at the PCMF.

4. Responsibilities



- Parent's to complete registration form which will briefly detail any allergies and medications.
- PCMF to complete a Health Care Plan for those with ongoing medical concerns, long term medication or severe allergies, that require medical intervention.
- Room leaders to ensure all new staff are briefed about the medical information during the induction to the room.
- Staff to declare health information on Staff Record Sheet. It is also staff responsibility to inform the Setting Manager whenever a new medication is taken and finished.
- If medication is regularly taken, Setting Manager to complete a staff medication form which will be kept on the individual staff members personnel file along with a side effects sheet. Relevant staff will be made aware to ensure they can assist the staff member if required too.
- Setting Manager to ensure all staff are first aid trained before administering medication to children.
- Setting Manager to seek specific training for all staff for the administration of prescribed controlled drugs.
- Setting Manager to ensure annual updates for anaphylaxis and auto immune injection training for all staff.



Example of a HEALTH Card that can be used for children's records



Health Info Card

Child: AB

Date of Birth: 01/01/21

Medical History: Febrile Convulsions

Medicine Name: Calpol/Nurofen

Medicine Location: First aid drawer

In event of febrile convulsion:

1. Administer Calpol or Nurofen if temperature reaches 38.
2. If temperature does not reduce within 10 minutes call an ambulance.
3. Monitor closely, if febrile convulsion occurs note start time.
4. If convulsion lasts more than 5 minutes call an ambulance
5. Call parents: Mum Mobile: 0123456789
Dad Mobile: 0123456789
Home: 0123456789
Dad Work: 0123456789
Mum Work: 0123456789
6. Call Med Centre to inform them of ambulance arrival.
7. Call Manager:
8. Throughout monitor child and reassure him.