

Recorded delivery

The Hamilton School (Aberdeen) Ltd
55-57 Queens Road
Aberdeen
AB15 4YP

12 February 2014
2014324134

Dear Sirs

**IMPROVEMENT NOTICE
SECTION 62 PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010 ("the Act")**

Social Care and Social Work Improvement Scotland (hereinafter referred to as "the Care Inspectorate") has concluded that The Hamilton School Nursery, 55-57 Queens Road, Aberdeen, AB15 4YP is not operating in accordance with requirements or conditions imposed by or under the Act, or the requirements of Regulations made under the Act. The Care Inspectorate hereby gives you notice that unless there is a significant improvement in provision of the service, it intends to make a proposal to cancel your registration in terms of section 64 of the Act. The nature of the improvements to be made, and the period within which they must be made, are specified below.

Improvements

1. By 18 February 2014 you must identify all children within your service who may require life saving medication, put in place and implement appropriate procedures which make proper provision for the health, welfare and safety of the said children and ensure medications are immediately available should they be required.

This is in order to comply with:

**The Social Care and Social Work Improvement Scotland
(Requirements for Care Services) Regulations 2011, SSI 2011/210,
Regulation 4(1)(a).**

2. By 18 February 2014 you must ensure all staff caring for children who may require life saving medication have been advised of each child's particular needs and understand and can perform the procedure to be followed in the event of an emergency situation.

This is in order to comply with:

**The Social Care and Social Work Improvement Scotland
(Requirements for Care Services) Regulations 2011, SSI 2011/210,
Regulations 4(1)(a) and 9(2)(b).**

3. By 18 February 2014 you must revise, improve and thereafter implement the service's medication procedures to ensure the health and welfare of service users. In order to comply you must:
 - a) Ensure accurate up to date records are maintained of all medications on the premises for the children's use.
 - b) Ensure medication records are clearly dated; include written consent from each child's next of kin, clear details of the name of the medication and the reason for administration, the dose to be administered and the time it is to be administered.
 - c) Ensure that accurate records are maintained of the administration of medication which clearly show the time medication was administered, the dose administered and the name and legible signature of the person administering the medication.
 - d) Clearly record reasons for failure to administer any medication or any medication which is administered incorrectly and communicate this to the child's next of kin without delay.
 - e) Ensure that medications no longer required by children or those that have expired are returned to the child's next of kin for safe disposal by a pharmacist.

This is in order to comply with:

**The Social Care and Social Work Improvement Scotland
(Requirements for Care Services) Regulations 2011, SSI 2011/210,
Regulation 4(1)(a) and Regulation 19(3)(j).**

4. By 18 February 2014 you must ensure that children are provided with sufficient assistance with eating and drinking in order to ensure their nutrition and hydration needs are being adequately met.

This is in order to comply with:

**The Social Care and Social Work Improvement Scotland
(Requirements for Care Services) Regulations 2011, SSI 2011/210,
Regulation 4(1)(a).**

- 5 By 18 February 2014 you must put in place and implement effective management systems to ensure that proper provision is being made for the health, welfare and safety needs of children attending the service, including (but not limited to) identifying and meeting additional support needs.

This is in order to comply with:

**The Social Care and Social Work Improvement (Scotland)
(Requirements for Care Services) Regulations 2011, SSI 2011/210,
Regulation 4(1)(a) and 9(2)(b).**

6. By 28 March 2014 you must demonstrate that at all times suitably qualified and competent persons with the necessary skills and experience are working in the care service in order to make proper provision for the health, welfare and safety needs of children attending the care service.

This is in order to comply with:

**The Social Care and Social Work Improvement (Scotland)
(Requirements for Care Services) Regulations 2011, SSI 2011/210,
Regulations 4(1)(a), 9(2)(b) and 15(a).**

Please also note that where more than one improvement is specified, failure to demonstrate compliance with any one of the improvements within the required timescale may result in us proceeding to make a proposal to cancel registration.

A copy of this notice has been sent to the local authority of the area in which the service is provided as required by section 62(2) of the Act.

Please contact me if you would like to discuss this notice, or if there is anything in the notice you do not understand.

Yours faithfully

[Redacted signature]

Kim Connolly

Team Manager

Direct Dial: [Redacted]

Email: kim.connolly@careinspectorate.com

Cc: Chief Executive, Aberdeen City Council, Town House, Broad Street,
Aberdeen, AB10 1FY.

[Redacted] Information Governance Coordinator, Care Inspectorate.