



## **The Butterfly Rooms (Incorporating Woodlands) LTD**

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 |

*Limited by Guarantee*

Telephone Number: 01708 863 737

### **Administering Medicines**

#### **Policy Statement**

While we do not provide care for sick children who should remain at home until they recover, we recognize the importance of administering prescribed medication to support their health and well-being. Medication prescribed by a GP may be given in the setting when necessary for a child's recovery or ongoing health maintenance, ensuring compliance with legal requirements.

Whenever possible, children's GPs may prescribe medication that can be administered at home in the morning and evening. Medication will only be given during the setting's hours if withholding it would negatively impact the child's health. For infants and children under two, parents are advised to keep their child at home for 48 hours after starting a new medication to monitor any adverse effects and allow time for the medication to take effect.

Administering medication is a voluntary act by staff unless contractually required. Staff are indemnified when acting within the scope of their training and this policy.

Only staff trained in First Aid and competent in medication administration are responsible for administering medication. They ensure that parental consent forms are completed, medicines are stored safely, and accurate records are maintained. In the absence of the key person, the room manager or leader will oversee medication administration. Our insurance provider is notified of all medical conditions in line with our insurance policy.

## **Procedures General Guidelines:**

- Children must be well enough to attend the setting while taking prescribed medication.
- Non-prescription medication, such as pain relief (e.g., Calpol) and teething gel, may be administered with prior parental consent and only for medical necessity, such as a high temperature.
- Medicines containing aspirin are only given to children under 16 years when prescribed by a doctor.
- The administration of unprescribed medication follows the same documentation procedures as prescribed medicines.
- Children's paracetamol (unprescribed) may be administered with verbal parental consent in cases of high fever, preventing febrile convulsions, while a parent or named guardian is en route to collect the child. Verbal consent must be documented immediately after administration.
- Children who are competent may self-administer medication (e.g., inhalers) under supervision, with written parental agreement and staff support.

## **Medication Storage & Administration**

Prescribed medicines must be in their original containers, clearly labeled, and securely stored out of children's reach.

Staff verify that medication is in date and prescribed for the current condition.

Parents must provide written consent, including:

- Child's full name and date of birth
- Medication name and prescribing doctor
- Dosage, frequency, and method of administration
- Storage instructions and expiry date
- Parent's signature and date
- Administration is recorded in a medication log, signed by the administering staff member and a witness, and acknowledged by the parent at the end of the day.

- Staff follow hygiene procedures including handwashing and wearing gloves when administering medication.

### **Children with Long-Term Medical Conditions**

- A risk assessment is conducted for children requiring ongoing medication, involving staff, parents, and healthcare professionals as needed.
- Parents collaborate in identifying risk factors within the setting.
- Relevant staff receive training on the condition and medication administration.
- Risk assessments consider vigorous activities and outings, with GP advice sought if necessary.
- Individual health plans outline responsibilities, emergency measures, and are reviewed at least every six months.
- Parents receive a copy of the health plan, signed by all relevant parties.

### **Managing Medicines on Trips & Outings**

- A designated staff member ensures the child's medication is correctly stored and transported.
- Medication is kept in a sealed container labelled with the child's name and the original prescription details, including a consent form and administration record.
- If a child requiring medication is taken to the hospital, their medication and consent form accompany them in a clearly labelled container.

### **Policy Review**

This policy will be reviewed annually or in response to changes in statutory guidance or best practice.

This policy was adopted by

The Butterfly Rooms Ltd

On

7<sup>th</sup> June 2025

Date to be reviewed

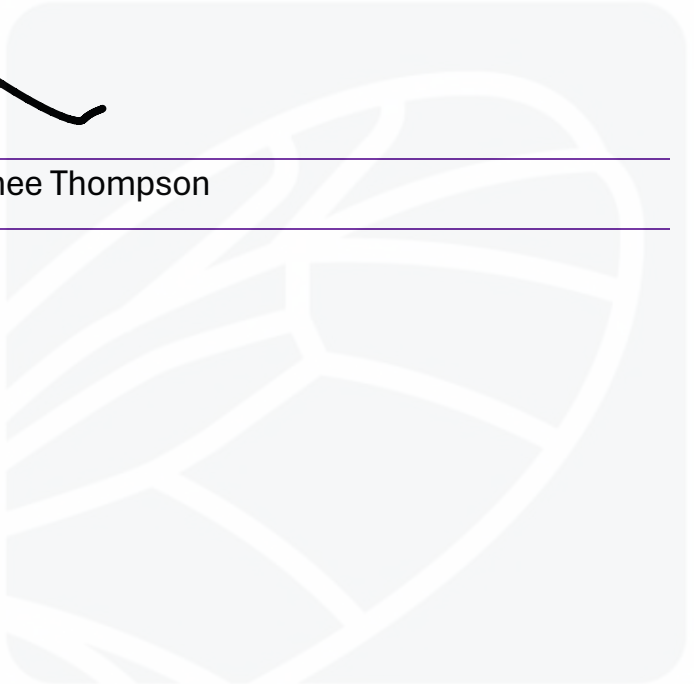
7<sup>th</sup> July 2026

Signed on behalf of the Management  
committee



Name of signatory

Miss Aimee Thompson



THE  
BUTTERFLY  
ROOMS

