



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

Policy Statement

While we do not provide care for children who are unwell and should remain at home until they have recovered, we recognise that some children may require prescribed or agreed medication in order to maintain their health and wellbeing while attending the setting.

Medication will only be administered when it would be detrimental to a child's health if it were not given during the setting's opening hours. This policy is written in line with the **Early Years Foundation Stage (EYFS) Statutory Framework** and applicable **local authority guidance**, including Thurrock Council requirements.

Where possible, children's GPs should prescribe medication that can be administered at home outside of setting hours. For infants and children under the age of two, parents are advised to keep their child at home for **48 hours after commencing a new medication** to allow time for the medication to take effect and for any adverse reactions to be monitored.

The administration of medication is a voluntary act by staff unless contractually required. Staff who administer medication do so in accordance with this policy, their training, and the setting's insurance arrangements.

Responsibilities

Only staff who hold a **current paediatric first aid certificate** and who have been assessed as competent to administer medication may do so. Staff administering medication must ensure that:

- Written parental consent is obtained
- Medications are stored safely and correctly
- Accurate records are completed
- Medication is administered strictly according to instructions

In the absence of the child's key person, the room leader or manager will oversee the administration of medication.

The setting ensures that known medical conditions are disclosed to its insurance provider in line with insurance requirements.

General Procedures

- Children must be **well enough to attend** the setting while taking medication.
- **Prescription medication** will only be administered if it has been prescribed for that child by a doctor, dentist, nurse, or pharmacist.
- Medicines containing **aspirin** will only be administered to children under 16 if prescribed by a doctor.
- **Non-prescription medication** (for example, children's paracetamol or teething gel) may be administered only where a clear medical need exists, and **written parental consent** has been provided.
- Children's paracetamol may be administered in emergency situations (such as a high temperature while awaiting collection) with **verbal parental consent**, which must be recorded immediately following administration.
- The documentation and recording procedures for non-prescription medicines follow the same process as for prescribed medicines.
- Children who are developmentally able may self-administer medication (such as inhalers) **under staff supervision**, with written parental permission.

Medication Storage and Administration

- All medicines must be provided in their **original container**, clearly labelled with:
 - The child's full name
 - Dosage instructions
 - Method of administration
 - Date of dispensing and expiry date
- Medications are stored securely, out of children's reach, and refrigerated if required, in accordance with the manufacturer's instructions.
- Staff must check that medicines are **in date** and clearly prescribed for the child's current condition.

Parents must complete a **Medication Consent Form** providing:

- Child's full name and date of birth
- Name of medication and prescribing professional
- Dosage, frequency, and method of administration
- Storage requirements and expiry date
- Parent or carer signature and date

Every administration of medication is recorded in the **Medication Log**, signed by the administering staff member and a witness. Parents or carers are informed on the same day and are required to acknowledge the record upon collection of their child.

Staff must follow hygiene procedures at all times, including handwashing and the use of gloves where appropriate.

Children with Long-Term Medical Conditions

- A **risk assessment** will be completed for any child requiring long-term or ongoing medication.
- An **Individual Health Care Plan** will be developed in partnership with parents and relevant healthcare professionals where appropriate.
- The plan will include daily care requirements, medication needs, emergency procedures, and staff responsibilities.
- Relevant staff will receive appropriate training before responsibility for administering medication is undertaken.
- Health care plans and risk assessments are reviewed **at least every six months** or sooner if the child's needs change.
- Parents are provided with a copy of the completed plan, signed by all relevant parties.

Managing Medicines on Trips and Outings

- A named member of staff is responsible for transporting and administering medication on trips and outings.
- Medication is carried in a **clearly labelled, sealed container**, together with:
 - A copy of the parental consent form
 - A medication administration record
- In the event that a child requires hospital treatment, their medication and relevant documentation will accompany them.

Policy Review

This policy is reviewed **annually**, or sooner if required, in response to changes in:

- EYFS statutory guidance
- Local authority requirements
- Safeguarding procedures
- Best practice guidance

This policy was adopted by

The Butterfly Rooms Ltd

On

21st April 2026

Date to be reviewed

21st April 2026

Signed on behalf of the Management committee



Name of signatory

Miss Aimee Thompson