

Medication Policy (Updated EYFS September 2025)

Policy Statement:

At Butterflies Nursery, we prioritise the health and safety of all children in our care. This policy outlines our procedures for administering medication to children when necessary, ensuring medication is managed safely, responsibly, and in alignment with EYFS 2025 guidance.

Administering Medication:

- Only prescribed medication will be administered to children in our care.
- Non-prescription medication (e.g., pain medication) will be administered only with written consent from the child's parent or legal guardian.
- Staff members administering medication will be trained in medication administration and will adhere to dosage and timing instructions provided by parents or legal guardians.

Medication Authorisation:

- Parents or legal guardians must provide written consent and complete a medication authorisation form for each medication that requires administration.
- The medication authorisation form must include the child's name, medication name, dosage, administration instructions, possible side effects, and parental signature.
- Medication authorisation forms must be updated whenever there are changes to the child's medication or dosage.

Medication Storage:

- All medication will be securely stored in a designated area out of reach of children.
- Medications requiring refrigeration will be stored in a clearly labelled, separate container or fridge.
- Medication will remain in its original packaging with the original label intact, clearly indicating the child's name and dosage.

Medication Administration Record (MAR):

- A Medication Administration Record (MAR) will be maintained for each child receiving medication.
- The MAR will record the date and time medication is administered, dosage given, and initials of the administering staff member.
- Parents or legal guardians will receive a copy of the MAR following medication administration.

Self-Administration of Medication:

- Older children capable of self-administering medication may do so with written parental permission.
- The child's ability to self-administer medication will be assessed, and parents will provide specific instructions for self-administration.
- Staff members will supervise self-administration to ensure correct procedures are followed.

Medication Expiry and Disposal:

- Expired or unnecessary medications will be returned to the parent or legal guardian for proper disposal.
- Medication past its expiration date or damaged medication will not be administered.

Emergency Medications:

- Parents or legal guardians must provide written authorisation for administering emergency medication (e.g., EpiPen for severe allergies).
- Emergency medications will be stored in an easily accessible, labelled container in a secure location, and staff members will receive appropriate training.

Alignment with EYFS 2025 Changes:

- This policy aligns with EYFS 2025 by emphasising clear communication with parents, rigorous medication management,

and ensuring ongoing staff training to uphold high standards in health and safety practices.

Review and Monitoring: This policy will be reviewed annually or more frequently if required, ensuring effectiveness and compliance with changes in legislation or local guidelines. Staff members will receive ongoing training in medication administration and safety procedures.

Signed: Chrissie Day

Date: 2nd July, 2025