

THE HUB EDUCATIONAL SERVICES CIC

MEDICATIONS POLICY

Version: April 2026

Approved by: Vanessa Brooks

Next Review: May 2027

Introduction

The Hub Educational Services CIC is committed to ensuring that all pupils with medical needs receive safe, effective, and compassionate support. This Medications Policy provides a clear framework for the management, administration, and storage of medication within the provision. It reflects the expectations of Ofsted, the statutory guidance *Supporting Pupils at School with Medical Conditions* (DfE, 2015), the draft 2026 DfE guidance on medical conditions and allergy, and the safeguarding requirements set out in *Keeping Children Safe in Education (KCSIE 2024–2026)*.

Our aim is to ensure that pupils with medical conditions can participate fully in provision life, access learning safely, and receive appropriate care. Staff are supported through training, clear procedures, and accurate record-keeping so that medication is managed consistently and professionally.

Purpose

The purpose of this policy is to ensure the health, safety, and wellbeing of all pupils by establishing clear expectations for medication management. It sets out how medication should be stored, administered, recorded, and monitored, and ensures that staff understand their responsibilities. The policy also supports pupils' educational achievement by ensuring that medical needs do not become a barrier to participation or progress.

Scope

This policy applies to all staff, pupils, parents, carers, and visitors involved in the administration or management of medication at The Hub. It covers all settings and activities conducted during provision hours, including off-site visits, trips, and provision-sponsored events.

Responsibilities

Provision Medication Coordinator

The Provision Medication Coordinator, Vanessa Brooks, oversees the implementation of this policy. She ensures that staff receive appropriate training, that all staff are informed of pupils' medical conditions, and that medication records are accurate and securely maintained. She liaises with healthcare professionals, parents, and carers to ensure that communication is clear and up to date, and she monitors expiry dates, storage arrangements, and administration logs.

Staff Responsibilities

All staff must familiarise themselves with pupils who have medical needs, including their Individual Health Care Plans (IHCPs). Staff administer medication strictly in accordance with this policy and prescription instructions, and they maintain detailed logs of all medication administered. Staff report any concerns regarding medication or pupil wellbeing to the Director and maintain confidentiality at all times.

Parents and Carers

Parents and carers must inform the provision of any medical conditions and essential medications required. They must provide medication in its original packaging with clear instructions, including dosage, timing, and special considerations. Parents must complete consent forms and notify the provision promptly of any changes to their child's health or medication needs.

Procedures for Managing Medications

Storage of Medications

All medications are stored securely in a designated area accessible only to authorised staff. This area is clearly labelled and regularly reviewed. Long-term medications are stored according to manufacturer instructions. Controlled medications are documented and stored in a locked cabinet that is monitored. Expired medications are disposed of safely during designated collection periods.

Administration of Medications

Only trained and designated staff may administer medication. Staff receive training on administering specific types of medication, including those requiring specialist protocols such as adrenaline auto-injectors. Staff verify the pupil's identity before administering medication and follow all instructions precisely.

If a pupil refuses medication, parents and the Director are informed promptly, and follow-up actions are taken in accordance with the IHCP.

Record Keeping

A medication administration log is maintained for every pupil receiving medication. This includes the pupil's name, date of birth, medication details, dosage, administration instructions, date and time of administration, and the name and signature of the staff member administering the medication. Any observations or adverse effects are recorded. Controlled drugs are logged using MARS forms.

Logs are reviewed regularly and retained for a minimum of three years, or longer where required by local policy.

Emergency Procedures

In the event of a medical emergency, staff follow the procedures outlined in the pupil's IHCP. Emergency services are contacted immediately when required, and parents or carers are notified as soon as possible. Staff follow clear internal communication protocols to ensure that emergencies are managed calmly, safely, and effectively.

Training

All relevant staff receive comprehensive training on medication management. This includes understanding pupils' medical needs, correct storage and administration procedures, disposal protocols, first aid, and recognition of medical emergencies. Staff complete training through the Skills Academy portal, and refresher training is provided annually or sooner if medication protocols change or new medical conditions are identified.

Review of Policy

This policy is reviewed annually or earlier if necessary to ensure compliance with updated legislation, guidance, and best practice. Proposed changes are discussed with staff, parents, and healthcare professionals to ensure a collaborative and effective approach to pupil health and safety.

Ofsted Expectations

Ofsted expects provisions to demonstrate strong leadership and management in relation to pupil welfare, including the safe handling of medical needs. This includes clear policies, effective procedures, comprehensive staff training, and robust engagement with parents and healthcare professionals. The Hub's Medications Policy meets these expectations by providing a clear, practical, and safeguarding-focused framework for medication management.