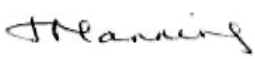
Administration of Medicine Policy

Policy Ref: TMP14v8

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

	Name	Title	Signature	Date
Prepared by	Jackie Manning	Principal		July 2026
	Colin Foster	Vice Principal		July 2026
Approved by	Martin Heaton	CEO		July 2026

Does this Policy require publishing on the College Website? **Yes**

Does this Policy require approval by Board of Governors? **Yes**

Administration of Medicine Policy

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Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2019	Initial issue	JM/CF
v2	July 2020	General procedural review, references updated, formatting changes	JM/CF
v3	July 2021	Annual review, references checked and updated	JM/CF
v4	July 2022	Annual review, references checked and updated	JM/CF
v5	July 2023	Annual review, references checked and updated	JM/CF
v6	July 2024	Annual review, references checked and updated	JM/CF
v7	July 2025	Annual review, procedure updated	JM/CF
v8	July 2026	Annual review, Updated forms, Staff names	JM/CF

Board of Governors Approval History

Version	Approved by	Signature	Date
v7	Claire Bolt, Board of Governors		Jan 2026

Date of Next Policy Review: July 2027

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Policy Statement

This policy applies to all learners at TMP College.

This policy is addressed to all staff and covers the administration by staff of medication to learners in the care of the College.

Aim

The aim is to implement and maintain an effective management system for the administration of medicines to all learners in our care in order to ensure that TMP College provides support to individual learners with medical needs.

In conjunction with the College's Health and Safety Policy, the aim is also to implement a system which protects against the harmful health risks associated with medicines, whether intentionally abused or accidentally taken.

Identifying Learners with Medical Needs

Where a learner has a known allergy, relevant allergy information must be considered alongside their medication requirements. This includes any prescribed emergency medication, such as an adrenaline auto-injector (AAI), and the arrangements for carrying, storing and administering it.

Staff should refer to the learner's Medical Care Plan, Allergy Action Plan or other relevant healthcare arrangement, where one is in place, and to the College's Allergy and Anaphylaxis Policy for detailed allergy-management requirements.

This policy should be read in conjunction with the College's Allergy and Anaphylaxis Policy.

Where a learner has a known allergy or is at risk of anaphylaxis, the relevant requirements of the Allergy and Anaphylaxis Policy, including arrangements for allergy information, Allergy Action Plans, emergency medication, adrenaline auto-injectors (AAIs), staff training and emergency response, must be followed alongside this policy.

TMP College promotes ongoing communication with parents in order to ensure that the specific medical needs of all learners in our care are known and met.

Every learner at TMP College, whether new or returning, is required to enrol at the beginning of each new academic year. The enrolment form requires the learner to declare if there have ever been any history of epilepsy, diabetes or allergies. The enrolment form also requires the learner to declare if they have a medical condition which will require either prescription or non-prescription medication to be taken at college.

During the academic year, parents or learners must inform a member of staff if they develop a medical condition which will require new or changes to either prescription or non-prescription medication and of any changes to the medication required.

Medical Care Plans

For learners with allergies, the Medical Care Plan should link to the learner's Allergy Action Plan where one is in place and should identify any prescribed emergency medication, including adrenaline auto-injectors (AAIs), together with instructions for use, storage and access.

The Allergy and Anaphylaxis Policy sets out the College's arrangements for identifying and managing allergies, reducing allergen exposure, emergency response and the management of spare AAIs. This policy governs the safe administration, recording and storage of medication within the College.

TMP College will establish a Medical Care Plan for the learner, in consultation with the learner and the learner's parents, whenever a learner has any of the following:

- long term or complex health needs
- personal needs
- the need to take prescription medication
- any condition which may require rescue medication (e.g. asthma, anaphylactic reactions, allergies)

The responsibility for preparing the Medical Care Plan lies with the Medical Lead (Joanne Blackledge) under guidance from the Director of Learner Support (SENCO) and will then be communicated to staff with a need to know its content. Learning Support Assistants, with help from HLTA's, will be responsible for the plan's maintenance and ensuring it is followed effectively.

The Medical Care Plan is securely located, in digital form, in the Event Log of each learners Databridge profile. Information stored in the Medical Care Plan includes:

- Medical history
- Current medication
- Medical Consent Form
- symptoms of medication
- emergency contact details
- plan for emergencies

Additional information can be uploaded to the Medical Care Plan as attachments.

The Medical Care Plan will be made available to learner's parents and home support upon request.

Medication Consent and Record Keeping

Parents/ carers of learners who require medication prescribed by a doctor must discuss this with a tutor or a member of the student welfare team prior to the administration of the medication.

TMP College requests that medication is only taken at College if it is essential, and where it would be detrimental to the learner's health not to administer the medication during the College day. Where possible, medicines should be taken at home, before and after attending College.

Staff at TMP College will not administer any medication to a learner without obtaining prior written permission from his or her parents/ carers using a Medical Consent Form. The Medication Consent form is provided in Appendix 1. This must be completed for all learners under 18yrs old and for learners under 25 who have Education and Health Care Plans.

When completed, all Medication Consent Forms are scanned and uploaded to Databridge. Paper copies are also held securely.

This requirement will not prevent any learner of mental capacity, age, communication needs and the learner's ability to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence, this is in accordance with the Mental Capacity Act where applicable.

Self-Administration of Medication

Staff administering medicines will make a written record each time a medicine is administered. These records are separate from NHS records and contain the name of the learner, the date and details of the administration of medication, the reason for administration if not prescribed and the record will be signed by the administering member of staff plus one other staff member. Written records of all medication administered to every learner are retained and relevant records can be provided, subject always to the law on data protection, to parents on request. The form is attached in Appendix 2.

Prescription and non-prescription medication

As a general rule, staff will not administer any medication that has not been prescribed for that particular learner by a doctor, dentist, nurse or pharmacist. Staff are not trained in homeopathy and therefore TMP College will not administer any form of homeopathic medicine.

Staff may only administer non-prescription medication such as pain and fever relief if the Parents have already provided their written consent for this to happen in relation to specific medicines and only if there is a health reason to do so.

No learner shall be given medicine containing aspirin unless prescribed for that particular learner by a doctor.

Administration of medication

Where medication is being administered for an allergic reaction or suspected anaphylaxis, staff must follow the learner's Medical Care Plan/Allergy Action Plan and the emergency response arrangements set out in the College's Allergy and Anaphylaxis Policy.

Prescribed adrenaline auto-injectors (AAIs) must be readily accessible in accordance with the learner's healthcare arrangements. Where the College holds spare AAIs, their use must be in accordance with the College's approved spare AAI protocol and the Allergy and Anaphylaxis Policy.

Learners receiving medication will be asked to accompany the staff member administering the medicine at prescribed times during the course of the medication to receive their treatment. As a general rule, medication will be administered in a private room and the staff member will witness the learner take the medication appropriately.

All medicines supplied to TMP College by parents must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration. Staff administering medication will check the learner's name, the name of the medication, the prescribed dose, the expiry date, the method of administration, the time/frequency of administration, any side effects and the written instructions on the container before providing the medicine to the learners.

If Staff are in any doubt over the procedure to be followed, the Parents will be contacted before action is taken.

If a learner refuses their medication, the Staff will record this and contact the Parents as soon as possible.

Storage of medication

Emergency medication for allergies, including prescribed adrenaline auto-injectors (AAIs), must be stored or carried in a manner that allows prompt access in an emergency and in accordance with the learner's healthcare plan and the Allergy and Anaphylaxis Policy.

Prescribed emergency medication must accompany learners during relevant off-site activities where required by their healthcare arrangements. Where spare AAIs are held by the College, they must be stored, checked and maintained in accordance with the approved spare AAI protocol and the Allergy and Anaphylaxis Policy.

Any medicines brought onto any of TMP College's sites, whether by staff or learners, must be declared to a staff member who is familiar with this policy and who has received training in Administration of Medicine. A Transfer of Medication Form must be completed and signed by both TMP College and the Learner (see Appendix 3).

Medicines are always securely stored in accordance with individual product instructions.

TMP College will carry out a risk assessment to consider any risks to the health and safety of the College community and put in place measures to ensure that identified risks are managed and that medicines are stored safely.

All medicines shall be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration.

Learners may carry their own emergency/rescue medication. However, if parents or guardians require TMP College to store any emergency medication such as reliever inhalers and adrenaline pens, they will be kept in in a clearly marked box, but in order to allow immediate access the box will not be locked. In the case of medication which is not required in an emergency, the learner will be told where their medication is stored and who holds the key.

Learners who do not carry and administer their own medication understand which members of staff will administer their medication.

If a learner is prescribed a controlled drug, it will be kept in safe custody in a locked, non-portable container and only named staff and the learner will have access.

Parents should collect all medicines belonging to their learner at the end of each term and are responsible for ensuring that any date-expired medication is collected from the College. A Transfer of Medication Form must be completed and signed by both TMP College and the Learner.

Emergency procedures

A suspected anaphylactic reaction is a medical emergency. Where an allergic reaction or suspected anaphylaxis occurs, staff must follow the learner's Allergy Action Plan/Medical Care Plan and the emergency response procedure in the College's Allergy and Anaphylaxis Policy.

Where indicated and where the staff member is trained/authorised to do so, the learner's prescribed adrenaline auto-injector should be administered without delay. If a spare AAI is held by the College and the circumstances meet the approved spare AAI protocol, it may be used in accordance with that protocol. Emergency medical assistance must be sought without delay.

In the event of an emergency related to the administration of medicine, a trained first aider should be called as soon as possible, if not already present. If the trained first aider does not consider that she or she is able to deal with the presenting condition, then they should continue any first aid or medical procedures being provided whilst another person summons emergency medical care. This does not however affect the ability of any person to contact the emergency services in the event of a medical emergency.

Staff should always dial 999 for the emergency services in the event of a serious medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with the ambulance services on the College site.

Off-site visits

For learners with allergies, the relevant Allergy Action Plan/Medical Care Plan and emergency medication must accompany the learner where required. Staff accompanying the learner must know how to access the medication and the relevant emergency instructions.

Where a learner is at risk of anaphylaxis, staff must also consider the requirements of the College's Allergy and Anaphylaxis Policy when planning food, transport, activities, work placements and other off-site arrangements.

If a learner attending an off-site visit cannot self-medicate, they will be accompanied by a member of staff who has received appropriate training to administer the medication in accordance with this Policy.

All learners requiring preventative medicine, if sufficiently competent to self-medicate, are responsible for carrying their medication with them. If not sufficiently competent, a member of staff shall carry the medication, individually labelled.

Secure storage for medicines will be available at all short-term accommodation used by TMP College.

Training

Staff whose duties include supporting learners with allergies must also complete the relevant allergy awareness and emergency response training set out in the College's Allergy and Anaphylaxis Policy.

Staff who may be expected to administer adrenaline auto-injectors must receive appropriate practical training and must understand when to follow the learner's Allergy Action Plan, when emergency services must be contacted and how medication administration must be recorded.

We expect parents/ guardians to make us aware of any medicines that learners are required to take throughout the course of the College day. Unless we are informed otherwise, it will be assumed that the learner is aware of how and when to administer the medicine themselves. Should TMP College admit a learner who has a specific medical need requiring assistance in the administration of medicine by a staff member, we would seek to ensure that staff members undertook the relevant training.

If not already medically qualified, the relevant members of staff will receive appropriate training and support from a qualified health professional, including training on the side effects of medication and what to do if they occur. If the administration of medication involves any medical procedures, the qualified health professional will provide written confirmation that the member of staff is proficient in the procedure.

Where it is identified that the administration of prescription medication to a learner requires technical, medical or other specialist knowledge, appropriate individual training tailored to the individual learner will be undertaken by appropriate staff from a qualified health professional.

Allergy and Anaphylaxis

This policy reads alongside the College's Allergy and Anaphylaxis Policy. The Allergy and Anaphylaxis Policy provides the detailed arrangements for allergy identification, allergen risk reduction, Allergy Action Plans, anaphylaxis response, spare AAIs and allergy-specific staff training. This Administration of Medicine Policy provides the overarching arrangements for consent, safe administration, recording, storage, transfer and disposal of medication.

Where the two policies apply to the same learner or incident, staff must follow the learner's individual healthcare arrangements and the emergency instructions in the relevant plan, together with the requirements of both policies.

Safeguarding and Administration of Medication

TMP College recognises that the administration, storage and management of medication may involve safeguarding considerations. All staff involved in supporting learners with medication must remain alert to any concerns about a learner's safety, welfare or wellbeing.

Medication must always be administered, supported, stored and recorded in accordance with the learner's Medical Care Plan, prescribed instructions, this policy and any relevant safeguarding procedures.

Safeguarding Responsibilities

Staff must:

- Maintain the learner's dignity, privacy and confidentiality when supporting them with medication.
- Only administer or support medication where appropriate consent and authorisation are in place.
- Follow the prescribed dosage, method and timing of medication and never make changes without appropriate medical advice or authorisation.
- Record medication administered, refused, missed or otherwise not taken in accordance with the college's medication recording procedures.
- Report any concerns about medication immediately to the appropriate member of staff.
- Remain alert to unexplained changes in a learner's behaviour, presentation, health or emotional wellbeing that may indicate a safeguarding concern.
- Report concerns where there is a suspicion that medication is being withheld, misused, shared, stolen, supplied to another person or deliberately taken incorrectly.
- Ensure medication is stored securely and is only accessible to authorised individuals, while ensuring that emergency medication remains readily accessible when required.
- Follow appropriate procedures where a learner is suspected of deliberately harming themselves through medication or attempting to overdose.
- Follow the college Safeguarding and Child Protection procedures where concerns about abuse, neglect, exploitation, self-harm, suicidal thoughts or other risks to a learner are identified.

Medication and Self-Harm

Where a learner has known or emerging concerns relating to self-harm, suicidal thoughts, overdose or other risks involving medication, the college will consider appropriate safeguards as part of the learner's individual risk assessment and Medical Care Plan.

This may include consideration of:

- Who holds and has access to the learner's medication.
- Whether medication should be stored securely rather than kept by the learner.
- The quantity of medication accessible to the learner.
- Whether medication should be administered or supervised by an appropriately authorised member of staff.
- Emergency medication arrangements.
- Communication with parents/carers where appropriate and lawful.
- Involvement of relevant healthcare professionals.
- Any necessary safeguarding or risk management measures.

Any restrictions or changes to a learner's access to medication must be proportionate, clearly documented and reviewed regularly, while supporting the learner's independence wherever it is safe and appropriate to do so.

Safeguarding Concerns and Medication Incidents

Any medication incident that may place a learner at risk must be reported promptly. This includes:

- Medication being administered incorrectly.
- A missed or delayed dose where there may be a risk to the learner.
- Medication being lost, stolen or accessed by an unauthorised person.
- Medication being deliberately misused or taken inappropriately.
- A learner giving or attempting to give their medication to another person.
- Suspected overdose or deliberate ingestion.
- Concerns that a learner is being denied or prevented from accessing essential medication.
- Concerns that a parent/carer, staff member or another individual may be misusing medication or failing to provide essential medication.
- Any concern that medication arrangements may be linked to abuse, neglect, exploitation or self-harm.

All concerns must be managed in accordance with the college's safeguarding procedures. Staff must not investigate safeguarding concerns themselves or promise confidentiality to a learner. Concerns should be passed promptly to the Designated Safeguarding Lead or the appropriate safeguarding lead.

Confidentiality and Information Sharing

Information about a learner's medical needs and medication must be treated sensitively and shared only with those who need the information to safely support the learner.

However, safeguarding considerations take priority where there is a concern that a learner may be at risk of harm. Information may be shared in accordance with the college's safeguarding procedures and applicable information-sharing requirements.

Appendix 1: Medication Consent Form

Medication Consent Form

This form is to be completed by the Parents/ Carers of all learners who are:

- Under 18 (without an Education and Health Care Plan)
- Under 25 (with an Education and Health Care Plan)

Name of child: _____

Name of medication: _____

Prescription: _____ Non-Prescription: _____

Dosage: _____

Date(s) medication to be given: _____

Times medication to be given: _____

Reasons for medication: _____

Possible side effects: _____

Name and phone number of prescribing physician:

_____

Directions for storage: _____

I, _____, (parent or guardian) give permission to authorized staff member(s) to administer medication to my child as indicated above.

_____ _____

Parent/Guardian Signature **Date**

Doctor's Signature _____

(for non-prescription medication)

Appendix 2: Daily Medication Administration Record (MAR)

Medication Administration Record

Name: **D.O.B:**	**Month/Year:**	
Medication: **Short term medication:**	**Dosage:**	**Strength:**
Route:	**Indication:**	**Time:**

Page	Time Taken	Dosage form	Amount Left	Staff Initials	Witness Initials	Staff Taking Medicatio	
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							
9th							
10th							
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24th							
25th							
26th							
27th							
28th							
29th							
30th							
31st							

Codes

SP	Spillage
R	Refused
A	Absent
NA	Not available
BH	Bank Holidays
ID	Inset day
DO	Day off
WC	Wigan campus
PC	Pemberton campus

Tablets brought in	Staff signature Student/parent signature
Comments	

Appendix 3: Transfer of Medication Form

Transfer of Medication Form

Learners Name: _____

Please tick one of the following boxes:

The learner is transferring medication to TMP College: ☐

TMP College is transferring medication to the learner: ☐

Name of Medication : _____

Quantity (e.g. no. of tablets, volume etc). _____

Additional information (if necessary): _____

_____

_____

_____

Signature of TMP College authorised staff member: _____

Signature of Learner: _____

Date: _____

Medication Disposal Log

Name D.O.B Date	
Company	
Address	
Medication details	
Reason for disposal	
Staff Signature	
Pharmacy Signature	

Service User Details: Name, address, and date of birth of the individual.

Medicine Details: Name of the medication, strength, form (e.g., tablet, liquid), and quantity being returned.

Reason for Disposal: E.g., expired, discontinued, or no longer required.

Signatures: Signatures from the person returning the medicine (e.g., care worker) and the pharmacy staff receiving it.

Date: The date of disposal or return.

Medication Stock Control Record

This record should be completed to monitor medication stock levels, ensure accurate recording of medication received and administered, and support safe medication management procedures.

Name	Date	Medication	Quantity Received	Date due	Expir

Guidance for Completion

- All medication received must be recorded immediately.
- Medication stock should be checked regularly and balances verified.
- Any discrepancies must be reported to management immediately.
- Expired or discontinued medication must be recorded and disposed of safely in line with policy.
- Two staff signatures may be required for controlled medications in accordance with organisational procedures.