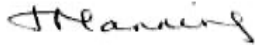
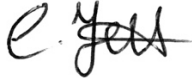




Administration of Medicine Policy

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
	Caroline Fell	Director of Learner Support		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

Policy Ref: TMP14v8

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

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

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 sufficient understanding and intelligence to understand fully what is proposed, from giving or withholding consent to medical treatment or from seeking advice or treatment in confidence.

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

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

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 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

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 he 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

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

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.

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)

Name:					Month/Year: September 2027		
Medication:					Dosage:	Time:	
Page	Time Taken	Tablets Taken	Amount Left	Staff Initials	Witness Initials	Staff Taking Medication on/off Site	
1 st							
2 nd							
3 rd							
4 th							
5 th							
6 th							
7 th							
8 th							
9 th							
10 th							
11 th							
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13 th							
14 th							
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16 th							
17 th							
18 th							
19 th							
20 th							
21 st							
22 nd							
23 rd							
24 th							
25 th							
26 th							
27 th							
28 th							
29 th							
30 th							
31 st							

Codes

SP	Spillage
R	Refused
A	Absent
NA	Not available
BH	Bank Holidays
ID	Inset day
DO	Day off
W	Swan Meadow Campus
P	Pemberton Campus

Medication brought in Date -	Staff signature	Parent/carer/student signature

Appendix 3: Transfer of Medication Form

									
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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	Expiry

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.