

Administration of Medication Policy and Procedure

South Thames College Group is committed in supporting the health and wellbeing of all students. Our aim is to implement and maintain an effective management system for the administration of medicines to individual students with medical needs in a manner that complies with both legislation and good practice. Where possible, medicines should be taken at home, before and after attending College. Medicines must only be taken at College if it would be detrimental to the student's health not to administer the medication during the College day. This policy applies to all staff who are involved in the medical support of students, and covers the administration of medication by staff to students in our care. This Policy should be read in conjunction with the full South Thames College Group Health & Safety Policy and Procedure, Child Protection and Safeguarding Policy and Procedure and other related policies and procedures, in particular the First Aid Procedure, and is applicable to all areas throughout the College and its centres and includes off-site trips, visits, and residential activities.

Contents:	Page:
Background	2
1. Purpose	2
2. Responsibilities	2
3. Storage of medication	4
4. Administering emergency medication	4
5. Off-site visits and sporting events	5
6. Staff Administration	6
7. Monitoring and review	7
8. Access to the policy and procedures:	7

Appendices Form 1. (MAR) Medication Administer Record

Appendices Form 2. Medication Received & Returned

Appendices Form 3. Community Medication Sign Out Form

Appendices Form 4. Disposal of medication/ sharps

Appendices Form 5. Staff training record

Appendices Form 6. Health care plan and emergency information

Appendices Form 7 – One page medical profile

Appendices Form 8. Permission to administer form

Policy Title: Medication Policy & Procedures	Staff Member Responsible: Executive Principal, Skills and Inclusion
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1. Purpose

The main purpose of this policy and procedures is to define the Group's duties and clarify roles and responsibilities in relation to applicant/learners with medical conditions.

2. Responsibilities

2.1. Leadership Team

The Vice Principle Curriculum and High Needs will lead on the application of this policy on behalf of the Senior Leadership Team to ensure that the policy is developed and effectively implemented. This includes ensuring that all appropriate staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. The Senior Leadership Team will monitor, identify, and respond to any issues arising from the administration of medication at College. The College is committed to ensure that designated staff members undergo appropriate training to effectively address students' physical health requirements. This includes equipping identified staff members with the necessary knowledge regarding students' conditions and any prescribed medications. This knowledge will be imparted through comprehensive training sessions, both general medication administration and specific procedures related to emergency medication administration.

The Head of Inclusive Learning has overall responsibility for the development of individual wellbeing plans including administration of medication, and may delegate plans to inclusive learning staff, curriculum or support and safeguarding staff.

2.2. Staff

Through effective and robust policy and procedures, including staff training, nominated, and identified staff should feel knowledgeable, confident, competent, and supported to administer medication when required. Identified staff should implement this policy and procedures and all staff should be aware that they are not permitted to give any medication without appropriate training, planning and documentation. Only specific trained staff within the foundation learning department are authorised to administer medication. There may, however, be specific roles that require the administration of medication across college, such as the administration of emergency medication and in exceptional circumstances across mainstream learners when directed by medical professionals.

2.2.1 Trained Staff to Support the Administration of Medication

Specified roles may require the administration of medication including prescribed, non-prescribed and emergency medication. These staff will receive training and access to all relevant wellbeing plans and medication documentation. If staff have any concerns or queries, they must seek advice prior to the administration of any medication.

Additional staff training will be identified when reviewing or developing students' health care plans. The Head of Inclusive Learning will provide sufficient training to ensure that staff are competent and confident in their ability to support students with medical conditions.

2.2.2 Aurora Provision, Foundation Learning and Inclusive Support teams - Administering medication and Recording

Policy Title: Medication Policy & Procedures	Staff Member Responsible: Executive Principal, Skills and Inclusion
Approval Date: September 2025	

- These teams are responsible for leading on assessing applicants/learners and completing relevant forms such as health care plans. In addition, they are responsible for working with parents/carers, to minimise risks in administration of medication, and any agreed support. As part of their job role the Aurora Provision staff and specific nominated staff from other teams, are required, to be trained in the administration of medication.
- The one-page medical profile form (Appendix 7) must be completed for all students who have declared a medical condition that may require a call out to emergency services and/or take medication on-site. Staff who complete the form must ensure that any triggers and/or controlling measures are clearly recorded on this form.
- Health care plans (Appendix 6) must be completed by parent/carer on enrolment to college and updated annually. Students who hold a health care plan must notify the college of all medication they are prescribed even if it is not taken at college. It is parent/carer’s responsibility to inform the college of any changes in medication or new/ ceased medication. The curriculum team must maintain contact with designated parents to ensure this is updated as and when needed.
- Exclusive access to medication cabinets and key boxes will be limited to designated staff members within the management team, including the curriculum lead, curriculum manager, head of school, inclusive learning manager, and inclusive learning administrator. It is mandatory for one of these specified roles to be present during the administration of all medications within the foundation learning setting. Additionally, the completion of the Medication Administration Record (MAR) form, as outlined in Appendix 1, is compulsory and must be duly counter-signed at the time of administration. This procedure ensures accountability and accurate documentation in the medication administration process.

2.3. Students

Students should be encouraged and supported to be fully involved in discussion about their medical support and contribute as much as possible to the development of, and comply with, their individual wellbeing plan. Students are requested to disclose a medical condition prior to course start dates via their enrolment form or via Inclusive Learning Team and should provide comprehensive and up-to-date information regarding medical needs. They should notify the Group via the Inclusive Learning Team of any changes to a student’s medical condition.

Students who refuse to engage and comply with the administration of essential medication as stated within their support and medication plans will be unable to stay on College premises until it is discussed in an emergency review. All refusals in engagement must be recorded on ProMonitor, shared with parents and the Inclusive learning team. As stated, medicines should only be brought into College when it would be detrimental to a student’s health if the medicine were not administered during the College day.

If due to unforeseen circumstances all the trained member/s of staff are unavailable to administer medication, students may be asked not to attend college.

It is expected that most students are independent of staff in relation to self-administering and storage of their own medication within the mainstream departments. Students enrolled in foundation learning are required to declare their use of medication within the college. This declaration is essential to facilitate the safe storage of medications and to minimize access by other high-needs learners. By openly communicating their medication needs, students contribute to creating a secure environment that prioritizes their well-being and ensures that the storage and

Policy Title: Medication Policy & Procedures	Staff Member Responsible: Executive Principal, Skills and Inclusion
Approval Date: September 2025	

access to medications align with established safety protocols. See section below on Residential students.

2.4. Parents and Guardians

The College promotes ongoing communication with parents in order to ensure that the specific medical needs of all students in our care are known and met. Parents and guardians of under 18s, and those over 18 who may have identified people who have additional consent to support the student's health care needs in their best interest, are expected to work alongside college colleagues by completing health and medical declaration prior to starting and enrolment at the College to ensure effective transition and care planning as required.

They will be expected and supported to be involved in developing the support plan, sharing relevant health conditions and medication information. College will take into consideration consent and capacity to made decisions and develop support plans in collaboration with the student, families or guardians and external agencies as required. Parents are expected to replenish any medication. Staff must not purchase any medication for students. If there are any changes to student's medical details and/or any changes to the medication required, all staff who are involved with the student including the support teams, course tutors must be informed immediately.

If the College is made aware that relevant health care information has not being shared which may create a risk for the student's health and the College's ability to ensure their health and safety this will be discussed at the students EHCP review.

3. Storage of Medication

Medications must be securely stored in a locked medication cabinet or refrigerator at all times, in accordance with the instructions specified on the medication labels. The keys to these storage areas should be exclusively held by assigned staff members responsible for medication management. This precautionary measure is implemented to guarantee controlled access, mitigate the risk of unauthorised handling.

When medication needs to be taken off-site, it is crucial that it remains in the possession of the designated staff member at all times. This practice ensures that the medication is under constant supervision and control, minimising the risk of loss, unauthorised access, or any other potential risks.

4. Administering of Medication

Administering emergency medication, including auto-injectors and buccal midazolam, requires specialised training and careful adherence to established protocols. Designated staff members who have undergone specific training in emergency medication administration should be the ones responsible for these procedures.

All students and staff members diagnosed with anaphylaxis and epilepsy must have individualised and current risk assessments in place. These assessments will be periodically reviewed to ensure they accurately reflect the individual's health status. In the event of a seizure or anaphylactic attack, an immediate review of the risk assessment will be conducted to update and adapt the support measures as necessary.

Policy Title: Medication Policy & Procedures	Staff Member Responsible: Executive Principal, Skills and Inclusion
Approval Date: September 2025	

In the event of administering buccal midazolam or auto-injectors or other emergency medication, an immediate call to emergency services (999) is essential. Care plans detailing the individual's medical condition and the administered medication must be handed over to the attending emergency medical personnel and next of kin must be informed.

Administration of any other life dependent medication requires consent and formal consultation from all relevant parties, including the student, their next of kin, and the Head of Inclusive Learning. If the student lacks the capacity to self-administer an individualised care plan/one-page medical form must be completed by the Inclusive Learning Team.

Some learners may prefer to have their emergency medication administered by a member of staff of the same gender as themselves. Such requests should be considered wherever possible.

STC Group will ensure, as far as is reasonably practicable, that appointed First Aiders are trained in administering Auto Injectors as emergency medication. These appointed First Aiders will NOT administer any other emergency medicine unless instructed to do so by a medical professional such as 999 call handler.

Staff should always call an ambulance if they are unsure about a learner's health and wellbeing.

Staff are not allowed to administer any medication that has not been prescribed for the named Student.

5. Off-site Visits and Sporting Events

When medication needs to be taken off-site for trips or work experience (WEX), it is essential that the designated staff member responsible for the medication signs the Community Medication Sign Out Form (Appendix 3). This form serves as documentation for the temporary removal of medication from the college premises. Upon returning to the college, the staff member must sign the form back in, indicating whether the medication was administered during the off-site activity. This process ensures a clear record of medication movements, enhances accountability, and contributes to the overall safety and well-being of the students involved in these activities.

4.1 Residential trips

Throughout residential excursions, it is imperative for staff to verify that parent/guardian, next of kin, or the students themselves have duly completed the Permission to Administer form (Appendix, contingent upon individual capacity. Additionally, the Medication Return and Receipt form, along with the daily Medication Administration Record (MAR) form, must be submitted.

Students with the capacity to manage their own medication may assume responsibility for its storage and administration. Conversely, for students deemed lacking the capacity, their medication must be securely stored in a locked container. Administration of medication in such cases should be overseen by a designated staff member, and the procedure must be documented with both the staff member and a witness signing off.

If a student attending an off-site visit or sporting event 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 procedure.

Policy Title: Medication Policy & Procedures	Staff Member Responsible: Executive Principal, Skills and Inclusion
Approval Date: September 2025	

All area managers should ensure that the Medical and Additional Needs Risk Assessment is completed for all trips, with details and control measures for any students who have declared any medical and additional needs and this will be shared with all staff on the trip and with the emergency services in the event of an emergency. For any overseas and residential activities, additional risk management and health care plans should be employed in line with Overseas Trips policy.

4.2 Disposable of medication

All expired, unused, or discontinued medications must be disposed of responsibly. Disposal should follow local regulations and be documented. Only authorised personnel are permitted to handle medication disposal.

Any equipment involving needles or sharp objects must be disposed of immediately after use in a designated, puncture-resistant sharps container. The sharps box should be clearly labelled and located in a secure area to ensure safety. Disposal of the sharps box must comply with health and safety protocols and be handled by a licensed waste disposal service.

All disposals, including those of medications and sharps, must be logged in a disposal record (Appendix 4), documenting the date, type of medication or equipment, and the name of the person responsible for disposal.

6. Staff Administration

- Students receiving medication will be asked to attend an agreed meeting point with the staff member administering the medicine at prescribed times during the course of the medication to receive their treatment.
- All medicines supplied to the College by parents/legal guardians or student 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:
 1. the student’s name
 2. the name of the medication
 3. the prescribed dose, and the expiry date
 4. the method/ route of administration
 5. the time/frequency of administration
 6. any side effects
 7. written instructions on the container before providing the medicine to the students
 8. ensure that the student has not already been given the medication
- Staff agreeing to administer medication should have access to hand washing facilities to wash their hands before and after administering medication and to clean any equipment used after each use.
- Medication must only be administered to one student at a time.
- The student must be able to identify themselves by their student ID.

Policy Title: Medication Policy & Procedures	Staff Member Responsible: Executive Principal, Skills and Inclusion
Approval Date: September 2025	

- Staff administering medication must be accompanied by a witness and must make an entry on the student's individual medication recording / MAR Sheet immediately after administration, in the named file / location. This must be completed at the time the medication is administered.
- These entries must confirm the date, the medication and the staff administering the medicine plus a witness as required.
- If staff are in any doubt over the procedure to be followed, the parents/legal guardians will be contacted before action is taken.
- A medical oral syringe or medicine spoon should be used for liquid medicines.
- If a student refuses their medication, staff will record this on the medication administration record and contact the parents/legal guardians if under 18 or as identified in the support plan as soon as possible. Staff at the College will not administer any prescribed medication to a student without prior agreement and written permission from the student or students' parents/legal guardians.

7. **Monitoring of Policy and Procedures**

- The overall monitoring of the policy and procedures will be the responsibility of the Vice Principal - Curriculum & High Needs in conjunction with the Health and Safety Team.
- These procedures will be reviewed annually or in line with any changes in legislation or national guidance.
- The College will take seriously any instances of non-adherence to the Group's policy and procedures by its staff.
- Any instance of breach of this policy and procedures will be investigated and, where appropriate, action may be considered under the College's Disciplinary Code for staff.

8. **Access to the policy and procedures**

The policy and procedures will be published on the websites for the South Thames College's Group, virtual learning environment and staff intranet.

The policy and procedures have been prepared with reference to:

- Guidance on the use of Auto Injectors in Schools 2017
- Managing Medicines in Schools and Early Years Settings (DfES / DoH 2005)
- Supporting Pupils at School with Medical Conditions December 2015
- Supporting Pupils with medication needs 2008 & addendum guidance for the use of emergency salbutamol inhalers in schools 2014
- SEND Code of Practice 2014
- Management of Health and Safety at Work Regulations 1999
- First Aid at Work Regulations 1981

Policy Title: Medication Policy & Procedures	Staff Member Responsible: Executive Principal, Skills and Inclusion
Approval Date: September 2025	

This policy and procedure should be read in conjunction with the following group policies and procedures:

- Health & Safety Policy
- First Aid and Accidents Reporting Procedure
- Educational Visits Procedure
- Safeguarding Children and Vulnerable Adults Policy
- Safeguarding Procedures
- Admissions Policy

Policy Title: Medication Policy & Procedures	Staff Member Responsible: Executive Principal, Skills and Inclusion
Approval Date: September 2025	

Medication Received & Returned by STCG

Form 2 (Appendix 2)

Learner Name:

DOB:

Date	Medication Name and expiry date	Quantity received	Initials of staff who received it	Initials of staff who delivered it

If sent via transport please note this in the 'staff delivered' column note in the learner's diary what was received

Form 5 (Appendix 5)

Staff training record

Name of staff member

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Type of training received:

	Date	
1. Policy & Procedures		
2. Buccal		
3. Epi pen/Jext/Emerade		
4. Other Please state		
5. Other Please state		
6. Other Please state		

For trainer completion

I confirm that the member of staff named above has received the training detailed above in

point _____

Trainer name:

Role:

Signature:

Date:

Form 6 (Appendix 6)

HEALTH CARE PLAN & EMERGENCY CONTACT INFORMATION

Learner's Name:		Date of Birth:	
Course:	Foundation Learning	Tutor:	
Learner's Address: (Main Address) <input type="checkbox"/> Living with parents/carers <input type="checkbox"/> Supported Living <input type="checkbox"/> Care Home		NHS Number:	
		Medical Diagnosis or Condition: (including allergies)	

Family/Carer Emergency Contact Information:

Primary Carer Name:		Phone No: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile	
		Email:	
Alternate Contact:		Phone No: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile	

Clinic / Hospital Contact

Name:		Phone No:	
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GP

GP Name:		Phone No:	
Surgery Address:			

Social Worker

Name:		Phone No: <input type="checkbox"/> Work <input type="checkbox"/> Mobile	
Address:		Email:	

Learner name:

All medication currently prescribed to the young person

(Should there be any changes to the below medication or doses you are required to please inform us immediately so we can update our records)

Please note we need to know the names and doses of ALL medication the young person is taking. This includes medication NOT being administered at college. This is so we are able to give necessary medical information to medical professionals should there be an emergency/hospital visit required.

Name of Medication	Dose	Times to be given (please note if this is an emergency medication)	Method of Administration e.g. oral, injection or inhaler

Describe what constitutes an emergency for the learner, and the action to take if this occurs

Follow up care

Form 7 (Appendix 7)

One-Page Medical Risk Profile

Section 1 – Student’s Details				
Student Name		DOB		Student ID Number
Medical Condition and History				
Details of any current medication prescribed				
Location of medication is stored if on-site				
Support in administration of medication required. (In the event of a seizure, medication will need to be administered by trained staff member) (Please refer to Epilepsy Care Plan for further guidance)		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Completion Date:		Review Date:		

Section 2 – Assessment of Risk		
Assessment Scale:		
<u>Frequency</u>	<u>Severity</u>	<u>Interpretation</u>
1. Improbable occurrence	1. No injury/ies	4 and below = LOW Risk/Priority
2. Possible occurrence	2. Minor Injury/ies	
3. Occasional occurrence	3. Major injuries to one person	5 to 8 = MEDIUM Risk/Priority
4. Frequent occurrence	4. Major injuries to <u>more</u> than one person	
5. Regular occurrence	5. Death of one or more persons	9 and above = HIGH Risk/Priority

HAZARD:

PREVENTION:

Signs/ symptoms/ triggers that may cause a risk or harm to individual or others	Assessment of Risk (F X S = R)	Controlling Actions:	By Whom	By When

Signs/ symptoms/ triggers that may cause a risk or harm to individual or others	Assessment of Risk (F X S = R)	Controlling Actions:	By Whom	By When

Section 3 – Emergency Details information for student	
Type:	Contact Details
Medical professional:	
Parent/ Guardian:	

Staff trained in administering medication if required	
Name	Contact Details

Section 4 – Acknowledgement (by STCG Staff/Student/Parents/Guardians - as applicable)		
Name	Signature	Date

Form 8 (Appendix 8)

Permission to Administer Emergency Medication/Daily Medication

Name of Learner _____

Date of Birth _____

Name of Medication and expiry date	Dose	Times to be given (please note if this is an emergency medication)	Method of Administration e.g. oral, injection or inhaler

I give permission for Staff to store and administer the above medication to me/the above-named young person.

Signature (learner/parent/carer): _____ Date: _____

N.B.

- **All medication must be kept in the original container and packaging in which it was dispensed by the pharmacist with individual student details on.**
- **If medication is provided to college without the pharmaceutical packaging and not clearly labelled with the learner's name we will NOT administer it.**
- **Any medication, including paracetamol, ibuprofen, cough syrup etc., must have one of these forms signed by the parent/carer prior to college being able to administer it.**