

Department	Language in Action	Implementation Date	15 th May 2026
Official name of the policy	Medication Management Policy (v1.0)	Last Reviewed/Update Date	15 th May 2026
Policy Owner	Adam Ennis (Head of Juniors)	Approval Date	15 th May 2026
Policy Approver	Emiliano Sallustri (Managing Director ELT – Designated Safeguarding Lead)	Next Review	15 th May 2027

Medication Management Policy

Aim

To ensure the safe and responsible management, storage, and administration of medication for all students attending Language in Action programmes.

Language in Action staff do not administer medication. The only exception is emergency assistance to preserve life, as set out in Section 5. Responsibility for medication remains with the student or, where applicable, the designated group leader.

Language in Action supports students by providing guidance, secure storage options when required, and appropriate procedures for special medical needs, while complying with Safeguarding and Health and Safety requirements.

Procedures

1. Responsibility for medication

- Language in Action does not administer, prescribe, distribute, or supervise medication of any kind, including prescription or over-the-counter medicines.
- Students are encouraged to self-administer medication in line with guidance from parents/guardians and their General Practitioner.
- For under-18 students attending as part of a group, the group leader is responsible for managing, monitoring, storing, and overseeing medication.
- Students aged 18+ are responsible for their own medication and its safe management.
- For students under the age of 18 who are not part of a group (individual students), disclosure of prescribed medication is required in the parental consent form, along with detailed guidance on self-administration. Where necessary, a Language in Action staff member may be present during self-administration but will not assist.
- Language in Action staff do not make decisions regarding dosage, timing, suitability, or medical necessity.

2. Student support

Language in Action staff may provide: reminders (if requested), a quiet or private space for self-administration, and support in contacting group leaders or medical services.

- Staff do not handle, measure, or prepare medication for students.
- Students must not share or give medication to others.

3. Special medical needs

For students with conditions such as diabetes, epilepsy, severe allergies, asthma, or other ongoing medical needs, arrangements must be agreed during the booking process. Parents/guardians or the agency must provide: a written care plan, clear dosage instructions, and emergency procedures advised by a medical professional.

Language in Action will support students as outlined in the agreed care plan but will not administer medicine, except where legally permissible and unavoidable to preserve life (e.g., assisting with an EpiPen).

4. Medication storage

- Students and group leaders are responsible for safely storing medication and ensuring it is kept securely and out of reach of others.

- Language in Action can provide refrigeration for medication that requires cold storage. All medication placed in refrigeration remains the responsibility of the student or group leader.
- Staff do not check, handle, monitor, or record medication stored in the refrigerator.
- Students or group leaders must sign medicine in and out of refrigerated facilities if required.
- Medication must be clearly labelled with: student's name, dosage, storage requirements, and emergency contact information if appropriate.

5. Non-administration by staff

Language in Action staff must never administer medication, including tablets, liquids or capsules, topical creams, inhalers, injections, or controlled drugs. Staff must not advise on dosage or frequency of use.

Staff may assist only in life-threatening emergencies where a trained first-aider follows legal and safeguarding guidance and where no other safe alternative exists.

6. Emergencies and illness

In the event of illness or a medical emergency, staff will: contact the emergency services, notify the group leader, and follow any care plan provided. Staff may support the student until medical professionals arrive but will not provide medication.

If medication has been missed or incorrectly taken, staff must refer the student to the group leader, their parents, or to medical professionals.

For more information on emergency procedures, see the First Aid Policy and Procedure and, for critical incidents, the LiA Critical Incident Response Policy.

Records

- Any incident involving illness, medical concern, or emergency response must be recorded in the accident log book and, for serious incidents, in the Centre Incident Record.
- Where the student involved is under 18, the parent, guardian or responsible adult is notified within 24 hours of any medical incident, in line with the Group Safeguarding and Prevent Policy and LiA addendum (Section 7.5).
- Storage access logs for refrigerated medicines (if used) are maintained by the student or group leader.
- Medical information, care plans, and booking agreements related to special needs are stored securely and in accordance with UK GDPR.