

Administration of Medicines Risk Assessment Record

Operations/Work Activities covered by this assessment:	ADMINISTRATION OF MEDICINES RISK ASSESSMENT					
Site Address/Location:	Albany Infant and Nursery School	Department/Service/Team:			Albany Infant and Nursery School	
Assessment Date:	06/11/2023	Lead Assessor:			K O'Neill	
Authorised By:						
Who Might Be Affected	Employee <input checked="" type="checkbox"/>	Contractor <input type="checkbox"/>	Visitor <input type="checkbox"/>	Pupil <input checked="" type="checkbox"/>	Client <input type="checkbox"/>	Member of Public/Third Party <input checked="" type="checkbox"/>
Note: A person specific assessment must be carried out for young persons, pregnant employees, and nursing employees						

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
Issue of incorrect medication and emergency procedures	Individuals may experience ill-health from ingesting incorrect medication, incorrect dosage or if emergency medication is unavailable.	<p>Employees with a responsibility for administering medication have received suitable and sufficient information, instruction, and training.</p> <p>Qualified medical advice is available, and employees know how to access it.</p> <p>Staff and pupils have immediate access to emergency medication e.g. inhalers, EpiPens.</p> <p>Records are checked prior to administration of medication to ensure correct medication, dosage and frequency of dosage is adhered to.</p> <p>Where a child has an individual health care plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.</p> <p>Controlled drugs should be easily accessible in an emergency.</p>	H	L	L	

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
		<p>Children under 16 must not be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief should never be administered without first checking maximum dosages and when the previous dose was taken. Parents must be informed if administered.</p> <p>First aid needs assessment implemented, and first aiders present on site. Staff aware of first aiders and emergency procedures.</p> <p>Pupils aware to notify a member of staff in the event of an emergency.</p> <p>Further guidance is available at: Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk)</p>				
Incorrect storage of medication	Individuals may experience ill-health from ingesting medication which has been stored incorrectly.	<p>Arrangements are in place for the safe storage of medication. This is in a locked cabinet within a locked room and access is available (keys/codes).</p> <p>A fridge is available in a secure staff only area to store medication which requires refrigeration.</p> <p>Staff and pupils with asthma have immediate access to their inhalers (including off-site visits).</p> <p>Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens must always be readily available to children and not locked away.</p> <p>Lockable containers are available and labelled correctly for use during off-site visits.</p> <p>The management of medication including arrangements for administration, safe storage and emergency situations must be considered for all off-site visits. These arrangements must be included within the off-site visit risk assessment process.</p> <p>Controlled drugs that have been prescribed for a pupil must be kept securely stored in a non-portable container and only named staff should have access.</p>	M	L	L	
Accepting medication from parents / carers.	Poorly maintained records may result in the incorrect type / quantity of medication which could cause ill-health effects.	Medicines should only be administered in school when it would be detrimental to a child's health or school attendance not to do so.	M	L	L	

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
		<p>The school medicines policy outlines the arrangements for managing medication in school and the expectations for parents / carers.</p> <p>Parental consent is obtained for all medication held in school and a record is maintained.</p> <p>No child under 16 should be given prescription or non-prescription medication without their parent's written consent – except in exceptional circumstances where the medication has been prescribed to the child without the knowledge or parents. Note: in such cases, every effort should be made to encourage the child to involve their parents while respecting their right to confidentiality.</p> <p>The circumstances in which non-prescription medication may be administered must be outlined within the medicines policy.</p> <p>Prescribed medication will be accepted only if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instruction for administration, dosage, and storage. Note: the exception to this is insulin which must still be in date but will generally be available inside and insulin pen or pump rather than its original container.</p> <p>A written record must be kept stating the amount, drug name, dosage, and duration for the administration of medicines.</p> <p>Where clinically possible, medication should be prescribed in dose frequencies which enable them to be taken outside school hours.</p>				
Disposal of medication	Individuals may experience ill-health from ingesting medication which is past its use-by date.	<p>Parents / carers are required to remove any excess medication before holiday periods. If this does not occur parents / carers are contacted, and the medication taken to a safe disposal point (local pharmacy).</p> <p>Regular checks are made on the storage of medication inc dates by the lead first aider</p> <p>Arrangements are in place to ensure that out-of-date medication is disposed of at local pharmacy.</p> <p>Sharps boxes must always be used for the disposal of needles and other sharps.</p>	M	L	L	

Hazards Considered	How might they be Harmed	Current Control/Mitigation Measures:	Risk Rating			Action Required/ Action No.
			Likelihood	Severity	Risk Rating	
Inaccurate or incomplete record keeping	Poorly maintained records may result in the incorrect type / quantity of medication which could cause ill-health effects.	<p>A school medicines policy has been implemented which outlines the arrangements for managing medication in school and the expectations for parents / carers.</p> <p>The school medicines policy is communicated to employees within the school and a record of this is maintained.</p> <p>Records of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school must also be noted.</p> <p>A written record is completed for the administration of medication to individuals and countersigned by staff (for class A or B substances as identified in the Misuse of Drugs Act). A record must be kept of any dose used and the amount of controlled drug held.</p> <p>Individual health care plans are implemented for pupils requiring care or support with medical conditions. Individual health care plans are formally communicated to interested parties and including parents and those providing care / support.</p> <p>Individual health care plans, administration of medicine records and the school medicine policy are reviewed routinely to ensure accuracy.</p> <p>Further guidance and Administration of Medicine in Educational Settings Policy is available at:</p> <ul style="list-style-type: none"> Personal and intimate care and the administration of medicines guidance and policies NCC Schools Portal (nottinghamshire.gov.uk) 	H	M	L	
Additional Notes						

Control Improvements/Developments				
Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.
			Click or tap to enter a date.	Click or tap to enter a date.

Signature of Assessor: K O'Neill	Date: 6/11/23
Signature of Person Authorising:	Date:6/11/23

Potential Severity of Harm	Major	Medium	High	High
	Minor	Low	Medium	High
	Negligible	Low	Low	Medium
		Rare	Possible	Almost Certain
Likelihood of Harm Occurring				

Definitions	
High	Take appropriate action within agreed period
Medium	Monitor & Review Situation
Low	No Action Required

Reviews – this assessment should be reviewed at intervals no greater than 12 months or if there are changes to the procedures, personnel, work environment or following an incident

Review Date	Comments/Amendments	Reviewed By	Signature		Review Date	Comments/Amendments	Reviewed By	Signature
Click or tap to enter a date.					Click or tap to enter a date.			
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