

Workplace Health & Safety Risk Assessment

Service Area / School: Hungerford Primary School **Date:** 14/03/23

Work Team / School Department: All areas

Job or Work Activity being Assessed: *Administering Medication*

List the Hazards?	Who might be harmed & how?	What are you already doing to lower risks?	Any further action needed?	Action by Whom?	Action by?	Done
Wrong medication administered Wrong dosage	Pupils Medical Complications	- The school's Health and Safety Policy makes reference to/ includes the school's arrangements for managing the administration of medications. - No medication permitted into the school unless there is written parental consent stating the name of the pupil, the medication, and the frequency and dosage to be administered. - A log is kept of all medication administered. - Medicines to be provided in the original container/ labelled with the name of the appropriate pupil. - Medicines are stored in a secure place, under lock and key (no medicines stored in first aid kits). - Pupils must not be given any medicines unless by parental request - Nurofen, piriton and calpol are kept on site but only administered with parental permission - Consent Forms to be kept for 12				

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		months under lock and key in the Medical Area before being destroyed. • No child under 16 to be given aspirin containing medicine unless prescribed. • Any specific training required by staff on the administration of medication e.g. EpiPen will be provided by the school nurse. • All emergency medicines (asthma inhalers, Epi-pens etc.) are readily available and not locked away. They are administered according to signed parental consent forms • Any written agreements between the parents and the school must be reviewed periodically to ensure they remains accurate. • Pupils' medical needs are catered for on educational visits and school trips.				
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Risk Assessment by: **L Eldred**

Signature:

Risk Assessment Sponsor: **D Mayer**

Signature:

Review Date	Assessor	Signature	Sponsor	Signature
March 2024				