



Administering Medication Risk Assessment

Date of latest review: Spring 2024	Date of Next Review: Spring 2025	Assessed by: Imogen Woods and Daniel Walker-Cheetham	Persons consulted: Serena Fowler and Carmela Charalambous
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PROCESS/ACTIVITY	HAZARDS IDENTIFIED	PERSONS AT SIGNIFICANT RISK	EXISTING CONTROLS	ARE EXISTING CONTROLS ADEQUATE?	WHAT ADDITIONAL CONTROLS ARE REQUIRED?
Administering of prescribed medicines	Medical	Pupils	– Follow the school's 'Supporting Pupils with Medical Conditions' Policy which is based on the Department for Education's statutory guidance "Supporting pupils at school with medical conditions". – Also follow Surrey Strategic Risk Management Guidance, 'Supporting children and young people with medical conditions', Version 4, dated January 2023. – Individual plans for each affected child. – All administration normally provided via School Office. – Parents/carers come to the School Office to administer antibiotics. Parents/carers are asked to administer antibiotics immediately before the child comes into school, and immediately after they leave at the end of the day to minimise disruption.	Y	

			– KS1 IHCP medicines are clearly marked and securely stored in the School Office cupboards and administered under supervision of a member of staff who will complete the form every time medication is given with date, time, and dosage. – KS2 IHCP medicines are stored in the classrooms and administered under supervision of a member of staff who will complete the form every time medication is given with date, time, and dosage. – Staff are instructed not to make individual arrangements with parents/carers.		
School residential trips	Medical	Pupils	– Parents/carers supply full medical details for their child, copy taken by lead member of staff for residential trip, copies for all other adults on the trip and copy retained in school. – Nominated member of staff as medical officer for trip and all medication dispensed by them. – All medication dispensed recorded in medical book taken on trip. – Any accidents on trip recorded in medical book with a note of first aid and any medication given. – Parents/carers asked to sign a consent form for their child to be given a mild painkiller (Calpol) if considered necessary by the member of staff nominated as medical officer.	Y	