



## Administering medication risk assessment

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

### Related documents

Administering Medication Policy, Supporting Pupils with Medical Conditions Policy, First Aid Policy, Records Management Policy, Allergen and Anaphylaxis Policy, Complaints Procedures Policy, Automated External Defibrillator (AED) Maintenance Record, Behaviour Policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures		<ul style="list-style-type: none"> <li>• The school has due regard to, and meets its duties outlined in, legislation and statutory guidance, including, but not limited to the following:               <ul style="list-style-type: none"> <li>- Equality Act 2010</li> <li>- Children and Families Act 2014</li> <li>- The Human Medicines (Amendment) Regulations 2017</li> <li>- DfE (2015) 'Supporting pupils at school with medical conditions'</li> <li>- DfE (2017) 'Using emergency adrenaline auto-injectors in schools'</li> </ul> </li> <li>• The school and all relevant staff members have due regard to the following policies and procedures:               <ul style="list-style-type: none"> <li>- Administering Medication Policy</li> <li>- Supporting Pupils with Medical Conditions Policy</li> <li>- First Aid Policy</li> <li>- Records Management Policy</li> <li>- Allergen and Anaphylaxis Policy</li> <li>- Complaints Procedures Policy</li> <li>- Behaviour Policy</li> </ul> </li> <li>• Procedures are employed to ensure that individual pupils' medical records are kept up-to-date and filed correctly.</li> <li>• Individual risk assessments are undertaken for specific medical conditions.</li> <li>• The Headteacher, SLT and Management Committee ensure this risk assessment is communicated to, and understood by, all relevant staff members.</li> </ul>				

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Staff training		<ul style="list-style-type: none"> <li>• The school ensures that sufficient numbers of staff are trained in the administration of medication and that there is always a sufficient number of trained staff available on site.</li> <li>• All responsible staff members undertake training on administering medication, including in emergency situations.</li> <li>• Staff are informed that they are under no obligation to administer medication and undertake relevant training and that this is a voluntary decision unless it is central to their role, e.g. the school nurse.</li> <li>• Staff only administer medication if they are appropriately trained and feel comfortable and confident doing so.</li> <li>• Emergency services are contacted in situations where necessary, e.g. if lifesaving treatment is required.</li> <li>• Where necessary, responsible staff members receive training in the treatment of specific medical conditions and the procedures to follow in the event of the associated potential medical emergency.</li> <li>• Training is updated as required and at least annually.</li> <li>• Staff members appointed as first aiders are trained in the use of CPR and defibrillators.</li> </ul>				
Storage and disposal of medication		<ul style="list-style-type: none"> <li>• Medicines are stored alongside the following records: <ul style="list-style-type: none"> <li>- Parental consent</li> <li>- Medical administration record (MAR) sheets</li> <li>- Information relating to each medicine including how to administer it and how frequently</li> </ul> </li> <li>• Medication is not administered if the records listed above are not present.</li> <li>• Medication is stored appropriately according to the instructions, and in a secured location.</li> <li>• Emergency medications, e.g. inhalers, are kept with the pupil as long as they are able to self-administer.</li> </ul>				

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		<ul style="list-style-type: none"> <li>● Pupils, parents and relevant staff members are aware of where the medication is at all times and are able to access it immediately.</li> <li>● Out-of-date medication and containers are returned to the pupil's parents to be returned to the medical professional who prescribed them.</li> <li>● Needles and other sharps are disposed of safely.</li> <li>● The school only accepts prescribed medicines that are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage.</li> <li>● Pupils who are prescribed controlled drugs are permitted to hold these in their possession if they are competent to do so.</li> </ul>				
Administering medication		<ul style="list-style-type: none"> <li>● Parental consent is obtained via a form sent out to all parents of pupils under 16 with medical conditions prior to the administration of any medicines.</li> <li>● Medicines are only administered at school where it would be detrimental to a child's health or attendance not to do so.</li> <li>● Pupils under 16 are never given medication containing aspirin unless evidence of the prescription is provided by a doctor.</li> <li>● Medication is never administered before checking the maximum dosages and when the previous dose was taken.</li> <li>● Pupils who are able to do so are allowed to self-administer their medication; however, they must not pass this on to others.</li> <li>● Pupils who pass on medication to others are disciplined in line with the Behaviour Policy.</li> <li>● Medication is always administered in accordance with the prescriber's instructions.</li> <li>● Personal protective equipment (PPE) is made available to staff members administering medication.</li> <li>● Facilities are available for staff members and pupils who are self-</li> </ul>				

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		<p>administering their own medication to wash their hands and clean any equipment before and after administering any medication.</p> <ul style="list-style-type: none"> <li>● Before administering medication, the responsible staff members check: <ul style="list-style-type: none"> <li>- The pupil's identity.</li> <li>- That the relevant records are present.</li> <li>- That the medication name, dosage and instructions for use match the details on the consent form.</li> <li>- That the name on the medication label is the name of the pupil being given the medication.</li> <li>- That the pupil has not already been given the medication within the accepted frequency of dosage.</li> </ul> </li> <li>● Medication is not administered if the responsible staff member notices any concerns, e.g. side effects, and the pupil's parents are notified without delay.</li> <li>● If a pupil is unable, or refuses, to take medication, this is noted on the MAR sheet and the pupil's parents are notified without delay.</li> </ul>				
Medical devices		<ul style="list-style-type: none"> <li>● Medical devices such as inhalers, blood glucose testing meters and adrenaline pens are always readily available and kept with the pupil as long as they are able to self-administer and have consent from their parents if they are under 16.</li> <li>● Spare inhalers are kept safe and secure and made available immediately upon request; however, pupils are also permitted to carry spare inhalers.</li> <li>● Adrenaline pens are stored and administered in accordance with the school's Allergen and Anaphylaxis Policy and risk assessment.</li> <li>● Following the procurement of a defibrillator, the school notifies the local NHS ambulance service of its location.</li> <li>● The school maintains an Automated External Defibrillator (AED)</li> </ul>				

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		Maintenance Record.				
IHPs		<ul style="list-style-type: none"> <li>• The school's Administering Medication Policy covers the role of IHPs and who is responsible for their development.</li> <li>• IHPs clearly indicate what medication should be administered and by whom.</li> <li>• IHPs are created in collaboration with the pupil, their parents and relevant healthcare professionals and provide clear information on the management and administration of medicines.</li> </ul>				
School trips		<ul style="list-style-type: none"> <li>• Prior to departing for school trips, the school ensures the following: <ul style="list-style-type: none"> <li>- Pupils have taken any medication required before departure</li> <li>- Pupils are in possession of required medicines and devices, e.g. inhalers, blood glucose testing metres and adrenaline pens</li> <li>- Other medication is held by a responsible member of staff alongside the relevant records and documents, and the pupil is aware of who this is</li> <li>- Emergency contact details are readily available</li> </ul> </li> <li>• The school ensures that safe arrangements are in place to actively support pupils with medical conditions to participate in school trips and visits, and not prevent them from doing so.</li> <li>• Responsible staff members are aware of how a pupil's medical condition might impact their participation in school trips.</li> <li>• Adjustments are made as required unless evidence from a medical professional states that this is not possible.</li> <li>• Risk assessments are carried out in relation to pupils with medical</li> </ul>				

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		conditions on school trips to implement planning arrangements that take account of any steps required to ensure that pupils with medical conditions are included safely, including taking into consideration the management of medication.				
Emergencies		<ul style="list-style-type: none"> <li>• The Management Committee ensures that the school's Administering Medication Policy sets out what should happen in emergency situations.</li> <li>• Arrangements are in place for dealing with emergencies and are communicated to all staff, pupils and parents.</li> <li>• Pupils' IHPs clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.</li> <li>• Pupils are aware of what to do in general terms, e.g. informing a teacher where help is needed.</li> <li>• Where a pupil needs to go to hospital, a responsible staff member stays with them until their parent arrives, or accompanies them in the ambulance where necessary.</li> <li>• The school understands the local emergency services cover arrangements and ensures that the correct information is provided for navigation systems.</li> </ul>				
Record keeping and communication		<ul style="list-style-type: none"> <li>• The school keeps MAR sheets for each pupil, stating what, how and how much medication was administered, when and by whom.</li> <li>• Records are kept of any side effects of the medication.</li> <li>• The Management Committee ensures written records are kept of all medicines administered to pupils.</li> <li>• Parents are informed if their child has been unwell at school.</li> <li>• The school ensures it communicates effectively with pupils, parents and relevant healthcare professionals regarding the management of medicines.</li> </ul>				

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		<ul style="list-style-type: none"> <li>● Emergency contact details of all pupils with medical conditions are readily available at all times.</li> <li>● The school also ensures the following documents are correctly maintained:               <ul style="list-style-type: none"> <li>- IHPs</li> <li>- Parental consent</li> <li>- Records of medicine administered to each pupil</li> <li>- Staff training records</li> <li>- Records of contacting emergency services</li> </ul> </li> </ul>				