Greenvale School				Risk Assessment No	005	
Topic:	MEDICATIONS ON SITE			People at Risk:	Employees & Students,	
Assessment carried out by:	Lynne Haines Liz Smith	Date:	March 2021	Date of Review:	Every half term / Ongoing	

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
Administering Medications to students **How:** Incorrect dosage, wrong student, wrong medication causing serious side effects, vomiting and illness. Not receiving all the information about a student who needs medications. New staff not aware of the location of student's medications	No medication permitted into the school unless it is part of an individual health care plan and there is parental consent - which can be by email / telephone / text -giving all the relevant information. (which is on the school forms) A log is kept of all medication administered including time, date and name of person who has administered. This log will be kept in the medical room. Expiry dates will be monitored by Learning mentors and Deputy Head, and parents notified that replacement is required. Medicines only accepted by the school if they are provided in the original container/ labelled with the name of the appropriate student. All emergency medicines (asthma inhalers, epi-pens etc.) in medical room as usually. All care plans to be located with the student in their class group allocated classroom. Regular medications and feeds to be administered by school nurse, following their guidance.	**L**	Any medications of students not attending returned home. LM to check dates of meds regularly. Stringent procedures already in place. Review students requiring regular medications in place. Where students need one off medication (e.g. hay fever tablets) parents/carers to be contacted to come into school where possible to administer medication. This can be done in the covered area outside school. If parents/cares do come into school refer to visitors' guidance. Parental Agreement for medications in school will be passed to staff or completed online.	SLT/ MDT In place . Reviewed March 21	L Lewis

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
	Diabetes care to be provided for school staff, maintaining social distancing and/or waring appropriate PPE. Students will be treated side on rather than face to face where possible e.g. blood glucose test staff will sit next to the student. Emergency medications (e.g. buccal midazolan) to be administered by school staff wearing appropriate PPE, standing to the side as far as possible etc.				
Students attending school without their medications available. **How:** Students becoming unwell/serious reaction and no medications on site.	School Risk Assess on an individual basis whether it is safe for the student to be at school without their medications. School to contact health professional if concerned. School to ensure they have up to date contact details for parents / carers. Medical Care plans all in place. Add incident to CPOMS	M	LM check meds of all students returning to school. DHT to review medical needs of returning students. Process in place while waiting for parents e.g calling an ambulance.	ASAP SLT Reviewed March 21	L
Students no longer needing medications but school staff not aware. **How:** Students still receiving medications when no longer needed and could cause illness.	Parents / carers to update the school when there are any changes in the dosage, timings and frequency of medications. SLT or Learning Mentor to contact Parents / Carers if they have concerns regarding medications, add incident to CPOMS and inform SLT. Member of School Nursing team administers all routine medications.	**L**	Process in place School team liaise with school nurse and health care assistant who is in school everyday and liaises with the nursing team.	In Place Reviewed March 21	L
Unauthorised access to medications by students. **How:** Students accessing medications causing serious illness and sickness /vomiting.	Medications will be stored SECURELY in the medical room (no medicines to be stored in first aid kits) Students always supervised by staff members when taking their medications. Staff medication to be stored securely.	**L**	Ensure Swipe remains activated to area, medical room and cupboard remains locked as usual.	In place Reviewed March 21	L

Signed: *Lynne Haines* **Role:** **Headteacher**

Date: March 2021