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| **No 1** | **Administering****Medication** | **Date** | **Review:**  |
| **POSSIBLE HAZARD**  | **PERSONS AT RISK**  | **CONTROLS**  | **Comments**  |
| * Overdose
* Illness
* Allergies
 | * Children
 | * Comprehensive Medicine Policy in place
* Medical history of children collected at registration
* Designated and stated persons only authorised to administer medicine and second person available to witness
* Medications administration system in place
* Anti-febrile agent available on the premises, in date and stored correctly
* Parental consent in writing and on child’s file for anti-febrile meds (at registration)
* Parental consent in writing for all medication administration
* Second person documented to check and countersign
* 5 rights; Correct child, Correct medication, Correct dose, Correct time, Correct route
* Medical history of child recorded
* Staff aware of effects of medication
* Proper storage of medication (out of reach and according to manufacturer instructions)
* Medicines labelled correctly.
* Sunscreen policy in place and Sunscreen not kept in children’s bags
* System in place for administration of Emergency Medicine (Care plan in place and staff trained in administration of medication if required )
* Emergency details available
* Access to medical advice/help
 |  |
| **FINAL ASSESSMENT**  | **OVERALL RISK: LOW - as long as all ‘Actions’ are in place** |

**Notes on completing above**

The risk assessment sheet above indicates **low risk** if all controls are in place (see risk rating sheet in this pack). This should be changed to Medium or High if the relevant controls are not in place and action taken to address the non-compliances. This should be noted in the Comments box.

Low: Indicates risks, which either give rise to a minor injury or the likelihood of its occurrence is low.

Medium: Indicates a medium risk due to either increased potential severity of injury or to a likelihood or more frequent occurrence.

High: Indicates that a high risk (severe injury) is associated with that hazard and the likelihood of its occurrence is not so low as to be

 ignored.

Note: Daily Risk Checks should be done and are part of this pack

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| **Reviewed** | **Date:** | **By whom:** | **Final assessment/overall risk**  |
| Reviewed | 22/08/2019 | Lidia Glowka | Low-all actions are in place |
| Reviewed  | 28/02/2020 | Lidia Glowka | Low- all actions are in place |
| Reviewed and updated – due to COVIC-19 pandemic – the changes are marked in red | June 2020  | Lidia Glowka | Low-all actions are in place |
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