

<b>Administering medication</b>		
<b>Establishment:</b> Al-Islah School	<b>Assessment by:</b> Headteacher Office Manager	<b>Date:</b> 27/10/2015
<b>Review Date:</b> 27/10/2016	<b>Approved by:</b> Governing Body	

<b>Hazard / Risk</b>	<b>Who is at Risk?</b>	<b>Normal Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Risk Rating</b> <b>H/M/L</b>
Wrong medication administered  Wrong dosage	Pupils	<ul style="list-style-type: none"> <li>• The school's Health and Safety Policy makes reference to/ includes the school's arrangements for managing the administration of medications.</li> <li>• 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.</li> <li>• A log is kept of all medication administered.</li> <li>• Medicines to be provided in the original container/ labelled with the name of the appropriate pupil.</li> <li>• Stored in a secure place, under lock and key (no medicines stored in first aid kits)</li> </ul>	m/h
		<ul style="list-style-type: none"> <li>• Pupils must not be given any medicines unless by written parental request</li> <li>• No child under 16 to be given aspirin containing medicine unless prescribed</li> <li>• Any specific training required by staff on the administration of medication e.g. epipen will be provided by the school nurse.</li> <li>• All emergency medicines (asthma inhalers, epi-pens etc.) are readily available and not locked away</li> <li>• Any written agreements between the parents and the school must be reviewed periodically to ensure it remains accurate.</li> <li>• Pupils' medical needs are catered for on educational visits and school trips.</li> </ul>	