**Bramble Bears Risk Assessment – Administering medication.**

Date Carried Out**: September 2020** Date for Review**: September 2021 (or sooner if required)**

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| **Hazard** | **Who is at risk?** | **Control Measures** | **Any other actions required/responsibilities** |
| Non supervised administration – Children taking medication without staff knowledge | Children | ALL medication including inhalers to be stored in the kitchen in the medication box. All medication must be named with the child’s full name. | Ensure all staff and parents are sent policy and aware we only administer prescription medication. |
| Incorrect storage |  | Keep medicines in the fridge if advised and ensure they are named with the child’s full name. |  |
| Administering the wrong medication or incorrect dosage | Children | Ensure the administering medication form is correctly filled out and signed (Key persons responsibility). This needs to be checked before administration of medicine – child’s name checked on the form and label on the medication, dosage checked and witnessed by another staff member. Both staff sign to say they have seen the administration of the medication and this is signed by the parent/carer too. |  |