

General School - No.11 Administration of Medicine (List additional hazards, risks and controls particular to your school using the blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Students with temporary illness or a chronic medical condition		Danger of injury, seizure or death	L	The school obtains written and signed consent from the student's parents/ guardians to administer medication along with the appropriate instructions				
			L	At least two members of staff agree to take on the responsibility of administering medication				
			L	Designated staff should be instructed and trained in the appropriate procedure				
			L	Regular review and monitoring of the policy and procedures				
			L	Board of management establishes a school policy on administration and storage of medicines and medical devices				
			L	Designated teachers should be aware of the condition and its symptoms, the medication and required dosage and the frequency and manner of administration. Medication should be stored securely in the principal's office or staff room, should be clearly labelled and identified with the student. School keeps written record of dates and times when medication was administered. In case of particularly complex or life-threatening medical conditions, the school should consider requiring parents to arrange for the administration of medication by a parent or medical professional				

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

Date: / /