



Walsall Childminding Hub

Medication Administration Risk Assessment

Location: St Matthew's Close, Walsall, WS1 3DG

Review Frequency: Annually

Hazard	Potential Risk	Control Measures	Risk Level
Incorrect medication	Wrong child receives medication, incorrect dose or allergic reaction.	Medication is only administered with written parental consent. Medication must be in its original labelled container. Only paediatric first aid trained staff administer medication and check the label, dosage and expiry date before administration.	Low
Medication storage	Children gain access to medication.	Medication is stored securely in the kitchen cupboard. Children do not have access to the kitchen.	Low
Expired medication	Medication may be ineffective or unsafe.	Expiry dates are checked before medication is administered. Expired medication is not used.	Low
Emergency medication	Delay in emergency treatment.	Emergency medication is kept accessible in the kitchen during sessions and carried by a paediatric first aid trained member of staff on trips. Healthcare plans are followed.	Medium
Child refuses medication	Condition may worsen.	Medication is never forced. Parents/carers are contacted immediately and the refusal is recorded.	Low
Record keeping	No evidence medication was administered.	A Medication Administration Record is completed after every administration and parents are informed.	Low

Overall Risk Rating: Low

Assessor: Mr S Ghalib

Document Review: Annually