



Company: Graham Care Ltd **Task/ Operation:** Issue of Medication

Location: Hailsham House **Ref No:** RA30

	Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
	Inappropriate storage of drugs resulting in alteration to chemical makeup of drug or unlawful	Residents at risk of medical complications	All drugs supplied by a nominated pharmacist Household remedies procedures as per Crown Report Locked drugs cupboards with access limited to key holder (qualified Nurse) Nurses trained in local systems	LOW
	Erroneous administration of drugs	Residents	Agency nurses induction. Only appointed Nurses to issue medication. Medication issued using Proactive Care Systems procedures. Log of Nurse signatures and initials held locally for cross checking compliance with issue of medication A system in place for reporting errors and discrepancies Medications audits conducted quarterly by senior clinical nurse on site Written policy for disposal of pharmaceuticals	LOW
	Theft/ loss of drugs	Residents	A robust system in place for reporting errors and discrepancies, audited against the Proactive Care Systems reports. Medications audits conducted quarterly by senior clinical nurse on site Written policy disposal of pharmaceuticals	LOW
	Abuse of drugs	Employees, visitors incl. children unlawful access to drugs incl. Sched. 4 and controlled	A system in place for reporting errors and discrepancies Medications audits conducted quarterly by senior clinical nurse on site Written policy disposal of pharmaceuticals	LOW

Hazard No.	List What Further Action Is Necessary To Control The Risk	Person Responsible	Completion Date
1	Record training in Proactive Care Systems procedures for all staff in personnel files		
2			
3			
4			
5			
Identified Additional Hazards			

Overall Risk Factor : Low (1 x 3 = 3)

Probability					Key to Risk Factor 1 to 9 = LOW Risk – reduce if practicable 10 to 28 = MEDIUM Risk – begin to plan your action 30 & above = HIGH Risk – immediate action required
1	3	5	7	9	
Almost impossible		Likely		Certain	
Severity					
1	3	5	7	9	
No injury	Minor injury	Major injury		Fatality	

Assessment compiled by: Stephen Hall **Date of assessment:** 25th July 2016



Signature: _____ **Date to review further actions:** 25th October 2016

Position: Safety Adviser **Assessment review date:** 25th July 2017