



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

**Location:** Kettlewell House **Ref No:** RA30

	<b>Significant Hazard</b>	<b>Who Might Be Harmed?</b>	 <b>How Is The Risk Controlled?</b>	<b>Risk Factor (P x S)</b>
	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	<b>LOW</b>
	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	<b>LOW</b>
	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	<b>LOW</b>
	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	<b>LOW</b>

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

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

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

**Assessment compiled by:** Stephen Hall **Date of assessment:** 25<sup>th</sup> July 2016



**Signature:** \_\_\_\_\_ **Date to review further actions:** 25<sup>th</sup> October 2016

**Position:** Safety Adviser **Assessment review date:** 25<sup>th</sup> July 2017