

# RISK ASSESSMENT: Dealing with Medical Conditions

**Service Name:** St Dunstan's Kindergarten

**Date Completed:** January 2026

**Assessment Review Date:** January 2029

**Completed by:** Nikki Samuel – Nominated Supervisor

## 1. Purpose

To identify risks associated with managing medical conditions in a kindergarten setting and to outline control measures that ensure the health, safety, and wellbeing of children aged 3–5 years.

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## 2. Scope

This risk assessment applies to:

- All children enrolled in the kindergarten
  - All staff, volunteers, and visitors
  - All activities on-site and off-site (e.g., trips, outdoor play)
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## 3. Responsibilities

- Kindergarten Manager / Head Teacher: Overall responsibility for implementation and review
  - Staff Members: Follow procedures, report concerns, and administer care as trained
  - Parents/Guardians: Provide accurate medical information and updated care plans
  - First Aid Lead: Maintain training, medication records, and emergency readiness
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## 4. Identified Risks and Control Measures

Risk 1: Undisclosed or Incomplete Medical Information

Hazards: Allergic reactions, asthma attacks, seizures, delayed treatment

Control Measures:

- Medical information collected at enrolment and reviewed at least annually
- Individual Healthcare Plans (IHPs) in place for children with medical needs
- Parents required to notify the setting of any changes immediately

Risk Level: Medium → Low

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## Risk 2: Incorrect Administration of Medication

Hazards: Overdose, missed doses, adverse reactions

Control Measures:

- Medication administered only with written parental consent
- Clear labelling with child's name, dosage, and expiry date
- Medication stored securely and access limited to trained staff
- Two staff to supervise and administer medication
- Medication administration recorded and signed by two staff members

Risk Level: High → Low

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## Risk 3: Staff Lack of Training or Awareness

Hazards: Delayed or inappropriate response to medical emergencies

Control Measures:

- All staff trained in paediatric first aid
- Specific training for conditions such as asthma, allergies, diabetes, epilepsy
- Temporary staff and volunteers briefed on medical needs

Risk Level: High → Low

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## Risk 4: Allergic Reactions (Food, Environmental, Medication)

Hazards: Anaphylaxis, breathing difficulties, skin reactions

Control Measures:

- Allergy lists displayed discreetly for staff reference
- Food policies to prevent cross-contamination
- Adrenaline auto-injectors (if prescribed) readily accessible
- Spare EpiPen and Ventolin in each room
- Clear procedures for emergency response

Risk Level: High → Low

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## Risk 5: Medical Emergency During Activities or Trips

Hazards: Lack of access to medication or emergency support

Control Measures:

- Risk assessments completed for all outings
- Medication and care plans taken off-site
- Staff-to-child ratios maintained

- Emergency contact details carried at all times

Risk Level: Medium → Low

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Risk 6: Infection or Spread of Illness

Hazards: Cross-infection, outbreaks

Control Measures:

- Clear illness and exclusion policies
- Regular handwashing and hygiene routines
- Cleaning and disinfection of toys and surfaces
- Use of PPE where appropriate

Risk Level: Medium → Low

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Risk 7: Emotional Distress Related to Medical Needs

Hazards: Anxiety, refusal of care, behavioural issues

Control Measures:

- Age-appropriate explanations and reassurance
- Consistent staff to administer care when possible
- Positive and inclusive approach to medical needs

Risk Level: Low → Very Low

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## **5. Emergency Procedures**

- Call emergency services immediately if required
  - Administer first aid or prescribed emergency medication
  - Contact parents/guardians as soon as possible
  - Record incident and review procedures
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## **6. Monitoring and Review**

- Risk assessment reviewed annually or following an incident
- Updated when new medical conditions are identified
- Staff feedback used to improve procedures