



**University Hospitals
of North Midlands**
NHS Trust

**Royal Stoke University Hospital
Data, Security and Protection**

Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Ref: FOIA Reference 2023/24-409

Date: 20th November 2023

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 25th September 2023 requesting information under the Freedom of Information Act (2000) regarding policies

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 I am emailing to make a request under the Freedom of Information Act. I request that a copy of the following documents (or documents containing the following information) be provided to me (at YQSRAdmin@bthft.nhs.uk) please:

All Trust policies that include information on the checking of medicines when they are being administered to patients, and any associated documents e.g. medicines policy, specific medicine/ clinical area policies, codes, appendices to the relevant policies etc.

We are a research team based at the NIHR funded Yorkshire and Humber Patient Safety Research Collaboration (<https://yhpsrc.org>), carrying out research that makes care safer. We are aware that policy and practice relating to the checking process when administering medicines varies considerably across NHS Trusts in England. As part of an ongoing project, we are requesting policies from all acute NHS Trusts in England that relate to the administration of medicines. We are trying to gain a national picture of the extent to which second (or double)-checking is required in policies, for which patient groups, which medicines and in which clinical areas; we are not trying to highlight any concerns with regards to individual Trusts. We will be using the policies for research purposes only.

A1 See attached



*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

Yours,



Rachel Montinaro
Data Security and Protection Manager - Records