

Our Ref: 475/2023
JULY 2023

Re: Your request made under the Freedom of Information Act 2000

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 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.