

Ref: FOI/GS/ID 5512

Please reply to:
FOI Administrator
Trust Management
Maidstone Hospital
Hermitage Lane
Maidstone
Kent
ME16 9QQ
Email: mtw-tr.foiadmin@nhs.net

27 June 2019

Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Smoking cessation services.

You asked:

- 1: Please confirm or deny if you are currently, or have been in any year since 2015-16, commissioned to provide stop smoking services*
 - a. If confirm, please provide your allocated budget for a) this financial year (2019-20) and b) each of the previous years to 2015-16 that you have been commissioned to deliver the service*
 - b. If deny, please confirm or deny if you have access to an on-site stop smoking service*
- 2: Please confirm or deny if you have a) pharmacotherapies and b) licensed nicotine-replacement therapies on your hospital formularies*
 - a. If confirm, please list (i) the relevant therapies included on your formularies, (ii) the first-line therapy recommended and (iii) the main form of treatment received by patients*
- 3: Please confirm or deny if you have on-site shops selling*
 - a) Licensed nicotine-replacement therapies,*
 - b) Unlicensed quitting aids*
 - c) e-cigarettes*
- 4: Please confirm or deny if you have policies in place to implement NICE guideline PH48, Smoking: acute, maternity and mental health services, with regards to recommendations for:*
 - a. Ensuring immediate access to stop smoking pharmacotherapies and a range of licensed nicotine-replacement therapies for patients who smoke*
 - b. Ensuring the sale of stop smoking pharmacotherapies and licensed nicotine-replacement therapies in hospital shops*
 - c. Ensuring care pathways deliver continuity between hospital and primary care stop smoking services (including any referral pathways)*

d. Encouraging patients using unlicensed quitting aids to switch to licensed quitting aids

If confirm for any of the above, please share the current policy

5: Please provide your annual budget for stop smoking support

a) in total,

b) on stop smoking services

c) on licensed quitting aids for (i) 2015/16, (ii) 2016/17, (iii) 2017/18, (iv) 2018/19 and (v) 2019/20

6: Please confirm or deny if there are any requirements from your local CCG to ration treatment options for people who smoke; if confirm, please provide details

Trust response:

1: We do not, or have ever been commissioned to provide stop smoking services. Service is provided by Kent Community Health NHS Foundation Trust.

2: Yes we do

a. www.formularywkccgmtw.co.uk/ refer to formulary. Main form received is patches.

3: No

4: Smoke-free policy & procedure, this does cover Nicotine replacement prescribing. We refer to Oneyou and Kent Community Health Foundation Trust (KCHFT).

Maidstone and Tunbridge Wells NHS Trust
in conjunction with

Kent Community Health NHS Foundation Trust
One You Smoke Free Service

Secondary Care Guidelines

Background

Smoking remains the single biggest cause of preventable morbidity and premature death in the UK, killing over 80,000 people per year in England alone.

One in two smokers over the age of 35 dies of smoking related illness. (ASH, 2012)

Since the establishment of the original “Stop Smoking Service”, now the “One You Smoke Free Service”, as directed by the Government white paper ‘Smoking Kills’, (1998), and following directives including guidance from the National Institute for Health and Clinical Excellence, (NICE, 2006), further development has been put into effect and is now a legal requirement that all Hospital Trusts introduce a smoke free policy.

Maidstone and Tunbridge Wells NHS Trust (MTW) fully recognises the overwhelming medical evidence that smoking, (both active and passive), is harmful to health, and has now prohibited smoking on its premises.

Hospital staff can have a huge impact on reduction of health risks for their patients by offering opportune advice around smoking and health at a time when smokers are likely to be more receptive and by ensuring that all smokers are offered the opportunity to be referred into the Kent Community Health NHS Foundation Trust One You Smoke Free Service.

Quitting smoking produces immediate benefits and reduces most of the associated risks within a few years. Permanent smoking cessation reduces the risk of heart disease, stroke, cancer and premature death. (ASH, 2012)

Evidence shows that smokers are four times more likely to quit successfully if using support from the local NHS SSS and, where appropriate, pharmacotherapy (West and Shiffman, 2007).

KCHSSS offers a free support programme to smokers who wish to quit.

In 2011/2012 KCHSSS achieved a 51% success rate, slightly above the UK average, therefore health professionals can be certain that they are referring their patients into a service where the best possible chance of quitting is available.

Aim

The primary aim of this document is to support the MTW Smoke Free Policy and Procedure by outlining the service offer for all patients, staff and visitors presenting to the acute hospital sites within this Trust.

Kent Community Health NHS Foundation Trust One You Smoke Free Service offer

KCHOYSFS provides a 7 week programme where patients are given:

- Friendly and non-judgemental advice
- An understanding of smoking as a habit and as an addiction
- Local quit club, group or 1:1 support to develop a quit plan.
- Telephone interventions for those who are housebound.
- A course of nicotine replacement therapy (NRT), Champix or Zyban, as appropriate and if required. (Prescription charges apply unless exempt).
- Online support providing advice and practical support on how to stop and – more importantly stay smoke-free.

Within the Acute setting, referrals into KCHOYSFS can be made via the Allscripts Patient Administration System (PAS) system or via referrals forms available from Occupational Health department

Our inpatient service includes:

- Fast track into our community programme.
- Inpatient bedside behavioural support (available on certain sites at present).
- Access to nicotine replacement therapy (NRT) while in hospital or to take home on discharge.
- Community support once patients leave hospital with access to a course of nicotine replacement therapy (NRT), as appropriate and if required. (prescription charges apply unless exempt).
- Support and NRT for patients who may not want to quit but are struggling while in hospital.
- *(For information about the current service offer, or any other queries, please contact our administration team on 0300 123 1220).*

We offer staff:

- Training around our service offer.
- Support to assess smoking status with patients, through the 3 A process (**A**sk status, **A**dvice health benefits of quitting, **A**ction a referral (with patient consent)).
- Access to 7 week quit programmes for staff who smoke.
- Updates as required.
- Further training for those with a specific interest in smoking and health.

We offer visitors:

- Self-referral line via **0300 123 1220**
- Access to 7 week quit programmes within the community.

- A course of nicotine replacement therapy (NRT), as appropriate and if required. (prescription charges apply unless exempt).

To support our service offer we distribute and replenish resources specific to smoking and health, including leaflets, posters, exterior banners and information for staff.

Smoke-free Policy and Procedure

Target audience:	All Trust staff and contractors
Main author:	Head of Fire, Safety and Compliance Contact details: Ext 28985
Other contributors:	Head of Occupational Health Risk and Compliance Manager
Executive lead:	Medical Director
Directorate:	Estates and Facilities
Specialty:	Estates and Facilities
Supersedes:	Smoke Free Policy and Procedure (Version 3.1: September 2015)
Approved by:	Health and Safety Committee, 7 th June 2018
Ratified by:	Policy Ratification Committee, 21 st June 2018
Review date:	June 2022

Document history

Requirement for document:	To create a Trust wide smoke-free environment. To comply with Trust's duties under health & safety law To comply with Department of Health guidance
Cross references (external):	<ol style="list-style-type: none"> 1. Health Act 2006 2. Health and Safety at Work etc. Act (1974) 3. Smoke-free (Premises and Enforcement) Regulations 2006 4. Choosing Health: Making healthy choices easier (DH 2004). 5. Chief Medical Officer's recommendations on smoking in NHS organisations
Associated documents (internal):	<ul style="list-style-type: none"> • Disciplinary Policy Procedure [RWF-OPPPCS-NC-WF10] • Fire Safety Policy and Procedure [RWF-OPPPCS-NC-CG4] • Health and Safety Policy and Procedure [RWF-OPPPCS-NC-CG1] • Recruitment, Selection and Employment Checks Policy and Procedure [RWF-OPPPCS-NC-WF47] • Violence and Aggression, Policy and Procedure for the Management of [RWF-OPPPCS-NC-FH8] • Speak Out Safely (SOS) Policy and Procedure [RWF-OPPPCS-NC-WF33] • Statutory and Mandatory Training Policy and Procedure' [RWF-OPPPCS-NC-WF22] • Smoking Cessation for Maternity Women [RWF-WC-OPG-MAT-CG155]

Keywords:	Smoking	Cigarettes	e-Cigarettes
	Vaping	Smoke free	Smoking cessation

Version control:		
Issue:	Description of changes:	Date:
1.0	New policy	Oct 2005
2.0	Update	March 2009
3.0	Reviewed and updated	July 2013
3.1	Minor amendments to phone number	September 2015
4.0	Reviewed and updated to reflect that the Trust no longer permits smoking anywhere on Trust premises	June 2018
4.1	<ul style="list-style-type: none"> • Updated appendix 5. This is now an "Acute referral form for the Kent Community Health NHS Foundation Trust One You Smoke Free Services". Agreed as a non-material change by PRC Chair 20th November 2018 after consultation with author. • As a consequence of the name change above Appendix 4 also needed its title and 	November 2018

	references to the service to be renamed.	
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Summary for

Smoke-Free Policy

Maidstone and Tunbridge Wells NHS Trust (the Trust) fully recognises the overwhelming medical evidence that both active and passive smoking is harmful to health within the Chief Medical Officer's recommendations on smoking in NHS organisations.

This policy applies to anyone who is present on Trust property including staff, patients, visitors and contractors.

Smoking is not permitted on Trust premises and those found to be in breach of this policy will be dealt with appropriately.

The Trust actively encourages its employees to refrain from smoking, both in their own health interests and as representatives of a major public body, whose purpose is to improve health. The Trust encourages and supports staff and patients who may wish to take the opportunity to stop smoking.

The Trust works closely with the 'Kent Community Health Stop Smoking Service' to assist patients and staff to give up smoking. It acknowledges however that this is a matter of individual choice.

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1.0 Introduction, purpose and scope

From 1 July 2007 all public places and workplaces became smoke-free in England, with the exception of a limited number of exemptions under the Smoke-free (Premises and Enforcement) Regulations 2006. Employers, managers and those in control of premises must display no-smoking notices and take reasonable steps to ensure that staff, patients, and visitors are aware of the new law and do not smoke in buildings.

Smoking in public places and the workplace is dealt with as a public health matter. The Department of Health takes the lead on this in England. The Government public health white paper, Choosing Health: Making healthier choices easier (Nov 2004) ⁽⁴⁾, made a clear commitment to a smoke-free NHS by the end of 2006.

Additionally the Health and Safety at Work etc. Act 1974 places a duty on employers to provide a safe place of work and a safe working environment with adequate welfare facilities.

The aims of this policy/procedure are to:

- Protect and improve the health of staff.
- Protect and improve the health of patients, visitors and contractors.
- Protect both smokers and non-smokers from the danger to their health imposed by exposure to second-hand smoke.
- Highlight the health risks of smoking and provide support for those who wish to stop.
- To implement the Chief Medical Officer's recommendations on smoking in NHS organisations
- To comply with duties under health and safety law.

This policy/procedure applies to all staff, patients, visitors, contractors and other persons, who enter Maidstone and Tunbridge Wells NHS Trust owned or rented buildings or grounds. The policy/procedure extends to cars leased from Maidstone and Tunbridge Wells NHS Trust during business usage. Staff should not smoke in their own vehicles on site and must ensure that work clothes do not smell as a result of smoking activity.

A key part of this policy/procedure is the Trust's commitment to work with the "Kent Community Health NHS Foundation Trust One You Smoke Free Service" to assist patients and staff to give up smoking. This policy/procedure should be read in conjunction with the "Kent Community Health NHS Foundation Trust One You Smoke Free Service secondary care guidelines" (**Appendix 4**) and other Trust policies.

2.0 Definitions / glossary

Term	Definition
Nicotine Replacement Therapy (NRT)	A type of treatment that gives small steady doses of nicotine to help stop cravings and relieve symptoms that occur when a person is trying to quit smoking. Products include nicotine gum, nicotine inhaler, nicotine nasal spray, nicotine lozenges and nicotine patches.
Smoking	The inhalation and exhalation of the smoke of burning

Term	Definition
	tobacco or any other substance encased in cigarettes, pipes, cigars etc.
Smoking cessation	Services provided to assist patients and staff to give up smoking.
Vaping shelter	A designated covered area for vaping.
Vaping	The inhalation and exhalation of the vapour produced by an e-cigarette or similar device.

3.0 Duties

Person/Group	Duties
Trust Board	<ul style="list-style-type: none"> • Must ensure appropriate resources are allocated for the implementation of this policy. • Are responsible for ensuring that there is access to trained and appropriate smoking cessation services.
Estates and Facilities Management	<ul style="list-style-type: none"> • Ensure the provision and maintenance of suitable signage, including recognised pictograms, to identify that smoking is prohibited.
Occupational Health Team	<ul style="list-style-type: none"> • Provide support to staff who wish to stop smoking.
Managers	<ul style="list-style-type: none"> • Managers must ensure that staff, patients and visitors are aware of this policy, and be advocates for it. • Managers must establish their own monitoring arrangements to observe if the policy/procedure is being followed in their areas. • Managers must monitor the hours of work of staff who wish to smoke or vape during their breaks to ensure that such breaks do not adversely affect their work performance and time commitment. • Managers have a duty to take appropriate action, including disciplinary proceedings, against staff who breach the policy. • Line managers should encourage their staff who wish to stop smoking to seek support from the Kent Community Health NHS Foundation Trust One You Smoke Free Service or the Occupational Health Service. Line managers should be supportive of staff and enable them to attend proven stop smoking interventions within the limits of service delivery.
Clinical staff	<ul style="list-style-type: none"> • Assess smoking status as part of all clinical assessments. • Offer smoking cessation referral to all smokers. • Advise all patients due for elective admission of the Trust's smoke-free policy. • Doctors must ensure nicotine replacement therapy (NRT) is prescribed to all inpatient smokers.

Person/Group	Duties
	<ul style="list-style-type: none"> • Pharmacists must ensure there is adequate NRT available in wards and departments.
All staff	<ul style="list-style-type: none"> • All staff should be advocates for the policy. • All staff have a responsibility to comply with this policy. Failure to comply will result in disciplinary proceedings. • Staff should raise concerns via appropriate channels where they see other staff members acting in breach of this policy.

4.0 Training / competency requirements

Newly appointed staff will be advised of the Trust's Smoke-free Policy and Procedure and acquainted with local arrangements during the induction process at their place of work. This procedure also applies to all contracted staff not directly employed by the Trust.

Mandatory fire training refers to the need to adhere to this policy to reduce the risks from covert smoking and inappropriately discarded smoking materials.

In addition, frontline staff are offered training on dealing with difficult and aggressive behaviour from patients and visitors.

5.0 Procedure

The Trust fully recognises the overwhelming medical evidence that both active and passive smoking is harmful within the Chief Medical Officer's recommendations on smoking in NHS organisations⁽⁵⁾. Smoking is not allowed anywhere inside the hospital buildings.

Smoking is not allowed on Trust grounds or in Trust leased vehicles when in business use.

5.1 Implementing this policy

5.1.1 For staff

Staff may only smoke (or vape) during their breaks with the prior agreement of their manager, as such breaks must not be taken anywhere on Trust premises, this includes within your own car. Uniforms and ID badges must not be visible when smoking.

In addition, smoking is not permitted on offsite premises owned by the Trust, including offsite residences, in Trust owned or leased vehicles or when you are accompanying patients offsite.

Smoking during breaks must not be allowed to adversely affect work performance or service and constitute part of that individual's break entitlement and not an additional entitlement. If you continuously smoke in places or on occasions when you are not permitted to smoke, and do not take up any of the support available to you, this may result in disciplinary action.

The Trust recognises that staff may wish to take the opportunity to stop smoking. The Trust works closely with the "Kent Community

Health NHS Foundation Trust One You Smoke Free Service” to assist patients and staff to give up smoking.

5.1.1.1 Staff appointment procedures

Job advertisements must include reference to the Smoke-Free Policy and Procedure and indicate that the adherence is contractual.

5.1.2 For patients

This policy and procedure applies to all patients, although there may be certain exceptional circumstances (**Section 5.2**). Patients admitted to hospital are often motivated to stop smoking. Those wishing to stop smoking during their stay should be referred to a smoking cessation adviser with the agreement of their supervising clinician.

Polite signage and reminders are usually sufficient to deter smoking, but patients must also be informed at pre-admission and on admission.

5.1.3 For visitors and contractors

This policy and procedure applies to all visitors and contractors, irrespective of their circumstances.

Contractors must be made aware of Trust policy as part of their induction. Contractors who contravene the policy and procedure should be reported to the department responsible for monitoring the conduct of contractors on site, which would normally be Estates.

Visitors and contractors may wish for advice on stopping smoking and should be given access to the local Kent Community Health NHS Foundation Trust One You Smoke Free Service (**See Appendix 4 and 5**).

Blatant or continuous non-compliance with this policy may lead to contractors, patients and their visitors being asked to leave the premises.

5.2 Exceptions

The Trust recognises that in certain exceptional circumstances, it may not be appropriate to restrict and /or prohibit some acute inpatients from smoking. Such circumstances might include terminally ill patients. Permission to grant an exception in these circumstances will rest with senior medical and nursing staff, considered on a case by case basis and will be formally recorded in the patient’s healthcare record.

Where an exception is made, it is essential that others (staff, visitors and patients) are not exposed to smoke, so ideally this should be out of sight of other patients, visitors and staff.. Health and safety issues must be taken into account.

5.3 Stop smoking support

Support for stopping smoking is widely available to both staff and patients through various agencies and helplines and in particular from the ‘Kent Community Health NHS Foundation Trust One You Smoke Free Service’ (**See Appendix 4**) or using the Acute referral form to Kent Community Health NHS

Foundation Trust One You Smoke Free Service (**See Appendix 5**). The service supports people who wish to quit smoking from the age of 12 years old. This is delivered via a 1:1/Group intervention with a trained smoke free adviser over a 7 week period and provides the client with techniques on how to manage their cravings and temptations.

Staff are also able to refer themselves to the Occupational Health Department for advice and support to stop smoking. Occupational Health will work with the Kent Community Health NHS Foundation Trust One You Smoke Free Service.

Staff and patients who wish to stop smoking should be supported to enable them to attend proven stop smoking interventions and to receive appropriate information.

5.4 E-cigarettes (activities such as vaping)

E-cigarette use, known as vaping, is not covered by smoke-free legislation. E-cigarettes do not burn tobacco and do not create smoke. While debate continues about their absolute level of safety, the consensus across the public health community is that e-cigarettes are significantly safer for users than smoked tobacco. An independent review in 2015 found that vaping is 95% safer for users than smoking and that the risks to the health of bystanders are likely to be extremely low. Factors to consider include:

There have been cases where e-cigarettes have overheated during recharging.

- From a distance it does appear that the user is smoking and this can suggest that smoking is tolerated and will damage the Trust's reputation.

The Trust will allow the use of e-cigarettes under the following conditions:

- They are used discreetly away from public and patient areas, in a safe location at least 10 metres away from Trust buildings or in dedicated vaping shelters.
- The units are not recharged on Trust premises.
- They are only used by staff during breaks agreed with the appropriate line manager.

Non-compliance with these principles will be managed according to the Policy and Procedure for the Management of Violence and Aggression (see section 5.5).

5.5 Violence and aggression

The Trust fully supports its staff in helping to implement this policy. Staff should feel safe and comfortable in approaching a person to politely request they refrain from smoking. If any such request is met with a violent or aggressive response they should report this to their line manager. Violence and aggression will not be tolerated. It will be dealt with according to the Trust's Policy and Procedure for the Management of Violence and Aggression and an incident report completed.

Process requirements

1.0 Implementation and awareness

- Once ratified the Policy Ratification Committee (PRC) Chair will email this policy/procedural document to the Corporate Governance Assistant (CGA) who will activate it on the Trust approved document management database on the intranet, under 'Policies & guidelines'.
- A monthly publications table is produced by the CGA which is published on the Trust intranet under 'Policies & guidelines'; notification of the posting is included on the intranet "News Feed" and in the Chief Executive's newsletter.
- On reading of the news feed notification all managers should ensure that their staff members are aware of the new publications.
- To ensure that everyone entering Maidstone and Tunbridge Wells NHS Trust sites understands that smoking is not allowed in the buildings or grounds, clear signs will be on display, **particularly at entrances and exits**.
- Tenders and contracts with Maidstone and Tunbridge Wells NHS Trust will stipulate adherence to this policy/procedure on admission to Trust premises.
- All patients will be informed of the Trust's smoke-free policy through information attached to Trust letters and literature, as well as through information leaflets and during their admission procedure into hospital.
- Tobacco sales and advertising of tobacco products or companies is not permitted on Trust premises or in any of its publications, and nor is it permissible for staff to supply tobacco to patients.
- The design of any new building or premises should take into account the principles of environmental controls embodied in this policy.

2.0 Monitoring compliance with this document

- This policy/procedure will be audited and monitored by the Health and Safety Committee by the reporting of incidence of non-compliance.
- Compliance with this policy will be monitored through regular active monitoring and assessment activities such as fire risk assessment and workplace inspection.

3.0 Review

This policy and procedure and all its appendices will be reviewed at a minimum of once every 4 years

4.0 Archiving

The Trust approved document management database on the intranet, under 'Policies & guidelines', retains all superseded files in an archive directory in order to maintain document history.

APPENDIX 2

CONSULTATION ON: Smoke-Free Policy and Procedure

Consultation process – Use this form to ensure your consultation has been adequate for the purpose.

Please return comments to: Risk and Compliance Manager / rob.parsons@nhs.net

By date: 30/03/2018

Job title:	Date sent dd/mm/yy	Date reply received	Modification suggested? Y/N	Modification made? Y/N
The following staff MUST be included in ALL consultations:				
Corporate Governance Assistant	14/03/2018	27/03/2018	Y	Y
Chief Pharmacist and Formulary Pharmacist	14/03/2018			
Formulary Pharmacist	n/a			
Staff-Side Chair	14/03/2018			
Emergency Planning Team	14/03/2018			
Head of Staff Engagement and Equality	14/03/2018			
Health Records Manager	n/a			
Complaints & PALS Manager	14/03/2018			
All individuals listed on the front page				
All members of the approving committee: Health and Safety Committee	14/03/2018		Y	Y
Other individuals the author believes should be consulted				
Medical Director	14/03/2018			
Head of Occupational Health	14/03/2018			
Head of Fire, Safety and Compliance	14/03/2018		Y	Y
Local Security Management Specialist	14/03/2018			
The following staff have given consent for their personal names to be included in this policy and its appendices:				
The role of those staff being consulted upon as above is to ensure that they have shared the policy and procedure for comments with all staff within their sphere of responsibility who would be able to contribute to the development of the policy and procedure.				

APPENDIX 3

Equality impact assessment

This policy includes everyone protected by the Equality Act 2010. People who share protected characteristics will not receive less favourable treatment on the grounds of their age, disability, gender, gender identity, marital or civil partnership status, maternity or pregnancy status, race, religion or sexual orientation. The completion of the following table is therefore mandatory and should be undertaken as part of the policy development, approval and ratification process.

Title of document	Smoke Free Policy and Procedure
What are the aims of the policy or practice?	To discourage smoking on Trust property
Is there any evidence that some groups are affected differently and what is/are the evidence sources?	
Analyse and assess the likely impact on equality or potential discrimination with each of the following groups.	Is there an adverse impact or potential discrimination (yes/no). If yes give details.
Gender identity	No
People of different ages	No
People of different ethnic groups	No
People of different religions and beliefs	No
People who do not speak English as a first language (but excluding Trust staff)	Yes, provision of signage which may not be understood. Well recognised pictograms to indicate where smoking is prohibited.
People who have a physical or mental disability or care for people with disabilities	No
People who are pregnant or on maternity leave	No
Sexual orientation (LGB)	No
Marriage and civil partnership	No
Gender reassignment	No
If you identified potential discrimination is it minimal and justifiable and therefore does not require a stage 2 assessment?	
When will you monitor and review your EqlA?	Alongside this document when it is reviewed.
Where do you plan to publish the results of your Equality Impact Assessment?	As Appendix 3 of this document

FURTHER APPENDICES

The following appendices are published as related links to the main policy /procedure on the Trust approved document management database on the intranet, under 'Policies & guidelines':

No.	Title	Unique ID	Title and unique id of policy that the appendix is primarily linked to
4	Kent Community Health NHS Foundation Trust One You Smoke Free Service Secondary Care Guidelines	RWF-OWP-APP417	This policy
5	Acute referral form to Kent Community Health NHS Foundation Trust One You Smoke Free Service	RWF-OPF-CS-NC-TM3	This policy

5: The Trust does not have a budget for stop smoking support.

6: No