

Ref: FOI/GS/ID 8520

Please reply to:
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Trust Management
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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 the administration of medicines.

*You asked: All questions are shown as received by the Trust.
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.

Trust response:

The requested documents are attached to this email. These documents are those which we are aware of containing the information requested. There may be additional information contained in other policies but in order to check for this all the Trust policies etc would need to be manually checked. The Trust has estimated that it will cost more than the appropriate limit under Section 12 of the Act to carry this out. The appropriate limit is specified in regulations and represents the estimated cost of one person spending 3½ working days in determining whether the Trust holds the information, locating, retrieving and extracting the information.