

Ref: FOI/2023/8899

Date Received: 15<sup>th</sup> May 2023

Response Due: 13<sup>th</sup> June 2023

Date: 16<sup>th</sup> June 2023

Dear Sir/Madam

You asked:

**Self-administration of medication policies**

**1. Does your hospital have a self-administration of medication policy? Y/N if yes:**

Yes

**a) Does it enable all people with Parkinson's admitted to the hospital to be assessed to administer their own medication should they wish to do so?**

The policy doesn't specify any particular patient groups it allows for all patients to be assessed.

**b) Does your hospital have the necessary resources (e.g. lockable cupboards, staff training) to enact the self-administration of medication policy?**

The hospital has lockable cupboards and a professional practice team to provide training for staff

**c) How many inpatient wards/departments is the self-administration of medication policy operational in out of the total number of inpatient wards/departments?**

The SAM policy is operational for all wards – it forms part of the assessment documentation on admission

## Training

- 2. Do you require inpatient hospital ward clinical staff who prescribe or administer medicine to complete training on medication management in Parkinson's? Y/N If yes:**

No , specific training on medication management in Parkinson's is not required to prescribe or administer medications. Our training materials do feature examples of Parkinson's medication as being critical and time-sensitive but it is a general medicines management course

- a) Is this training mandatory for staff who prescribe or administer medicine ?**

N/A

- b) Please specify the name of this training and course provider?**

N/A

- c) What percentage of staff who prescribe or administer medicine have completed this training?**

N/A

- d) Which types of clinician are required to complete this training?**

N/A

- e) How often do you require staff who prescribe or administer medicine to repeat this training?**

N/A

- 3. Do you require inpatient hospital ward clinical staff to complete training on time critical or time sensitive medications (including Parkinson's medication)? Y/N, if yes:**

No – as above although these topics feature within our general medicines management training, additional or specific training on time critical or time sensitive medications isn't required.

- a) Is this training mandatory for staff who prescribe or administer medicine?**

N/A

- b) Please specify the name of this training and course provider?**

N/A

- c) What percentage of staff who prescribe or administer medicine have completed this training?**

N/A

**d) Which types of clinician are required to complete this training?**

N/A

**e) How often do you require staff who prescribe or administer medicine to repeat this training?**

N/A

### **E-prescribing**

**4. Does your hospital have e-prescribing? Y/N**

Yes

**a) Does it have the functionality to record when medication was administered in 30 minute intervals over a 24 hour period?**

It records exactly when medication was signed as administered

**b) Does it have the functionality to alert hospital ward staff when a patient's medication is due to be administered?**

Yes

**c) Does it have the functionality to alert hospital ward staff when a patient's medication is late in being administered?**

Yes

**d) Does your hospital have an electronic alert system to identify patients requiring time critical medication? If yes, please list the health conditions included as requiring time critical medication?**

The system does not have a separate system to identify time critical medication – it alerts when all medication is due.

**e) Does your hospital use an e-prescribing system to regularly run reports of delayed medication doses and 'drugs not available' for Parkinson's medication?**

Reports on omitted and delayed medication are provided to the Trust Medicines Management Strategy Group and Senior Nurses and Clinicians. The data comes from the e-prescribing system.

### **Other**

**5. Are Parkinson's medications available to clinical staff 24 hours a day, seven days a week? (e.g. this medication is stocked in an emergency medicines cabinet)**

Yes. The medication is stocked on wards as well as the emergency medicines cabinets. The location of stock on all wards is available on the trust intranet and the pharmacy on-call service operates 24 hours a day 365 days a year

**6. Do you have a system in place to ensure people with Parkinson's get their medication on time while waiting to be seen in the Accident and Emergency department?**

The same electronic system is in place on Accident and Emergency as on the main wards.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Masterman', with a long horizontal line extending from the end of the signature.

Gary Masterman  
Associate Director of Pharmacy (Governance Assurance)

**PLEASE NOTE:**

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

Helpline number: 0303 123 111