

Freedom of Information Request

Ref: 24-480

28 June 2024

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

I am requesting information of the dispensing and administration of medication to a patient. I would like to see the procedure/policy that your trained staff are to follow. I would like to have the most recently updated SOP (Standard operating procedure) and also the most recently updated policy and procedure. I would like the information based on medication being dispensed and administered to an admitted patient on a ward. I am also requesting information of any specific SOP, policies and procedures or training staff have received around dispensing and administering medication to a patient with a Parkinsons diagnosis.

Please see the attached documents. Please note that Section 2, page 2 of the Medicines Administration SOP (attached) lists Parkinson's medicines as a critical medicine. Critical medicines must be administered within one hour of the prescribed time. The text in the document actually states:

"11. Medication to treat Parkinson's disease. These must be administered at exact times for individual patients, not just at drug rounds". The wording is the same in the Preventing delayed and omitted doses of medicines document (also attached).

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer
University Hospitals Bristol and Weston NHS Foundation Trust
Trust Headquarters

Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

Freedom of Information Team
University Hospitals Bristol and Weston NHS Foundation Trust