

Information Governance

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Response Due: 12th May 2017

10th May 2017

Dear

INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

We are now pleased to respond to your request for information under the FOI Act.

You asked:

Please could you answer the questions below about your Trust's policies? Many thanks in advance for your assistance:

Self-administration of medicines policies

1. Does your Trust have a self-administration of medicines policy for competent patients? **Yes**
 - a. If yes, please provide a copy of this policy? **Please see attached**
 - b. If yes, please outline whether this policy applies to all hospital sites and all wards, or specify the sites or wards to which it applies? **The policy applies Trustwide (the policy covers the detail)**
 - c. If no, are you planning to introduce this policy in 2017/18? **N/A**
2. If you have a policy please provide details of the use of the self-administration of medicines policy? This includes:
 - a. How are your staff informed about this policy? **Via the Intranet, Heads of Nursing Meeting, 5 point communications**
 - b. How is the implementation of this policy monitored across the hospitals in your Trust? **On admission, each patient is assessed for suitability for self admin and at appropriate times patients may be reassessed as their clinical condition changes**
3. If you do not have a self-administration of medicines policy, why is this? [Please let us know of any barriers to introducing a policy in your Trust]. **N/A**

Carers visiting hours

4. Do you currently have a policy which allows carers to visit the person they care for outside of visiting hours?

Yes

- a. If yes, please provide a copy of this policy
Please see attached
- b. If yes, please outline whether this policy applies to all hospital sites and all wards, or specify the sites or wards to which it applies
- c. This is a Trust Wide Policy so applies to all sites and wards.
- d. If no, are you planning to introduce a policy in 2017/18? **Yes/ No**
- e. If no, please outline any work that your Trust is undertaking with a view to enabling carers to visit the person they care for outside visiting hours?

N/A

5. If you have a policy, please provide details of the use of the policy to allow carers to visit outside of traditional visiting hours? This includes:

- a. How are your staff informed about this policy?

The Policy has been in use across the Trust since 2013 and is linked to the Dementia Strategy and the Patient and Public Engagement Strategy.

- b. How is the implementation of this policy monitored across the hospitals in your Trust?

The policy is monitored annually in accordance with the monitoring framework detailed within the policy.

6. If you do not have a policy which allows carers to visit the person they care for outside of visiting hours, why is this? [Please let us know of any barriers to introducing a policy in your Trust].

N/A

I trust that this information is helpful to you, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Andrew Foster
Chief Executive

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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, Wrightington Hospital, Hall Lane, Appley Bridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF