

26<sup>th</sup> October 2020

Freedom of Information  
c/o Corporate Records Office,  
Barts Health NHS Trust,  
Lower Ground Floor,  
9 Prescott Street,  
Aldgate, London E1 8PR

Dear Andrius Gerbutavicius,

**Your Request for Information: FOI-0528-20**

Thank you for your request for information which has been processed under the Freedom of Information (FOI) Act 2000.

**Your request:**

**Please supply me with a copy of your “Controlled drugs cli-pol-147 published 2017”.**

**Furthermore, please supply the copies of relevant policies listed inside the “Controlled drugs policy”.**

**Response:**

You have asked for a copy of our “Controlled drugs cli-pol-147 published 2017”. The Trust does not hold a Controlled drugs policy cli-pol-147 as requested, but have included versions published in 2016 and 2018.

Please see attachments:

- Controlled drugs policy 2016\_Redacted.pdf
- Controlled drugs policy 2018\_Redacted.pdf

In addition to the our Controlled drugs policies, please also see enclosed attachments of policies and clinical guidelines inside the “Controlled drugs policy”.

Please see attachments:

- Acute pain management clinical guideline\_Redacted.pdf
- Adults PCS NCA guideline\_Redacted.pdf
- Adverse incidents policy\_Redacted.pdf
- Continuous epidural infusion clinical guideline\_Redacted.pdf
- Injectable medicines policy\_Redacted.pdf
- Medication returns policy\_Redacted.pdf
- Medicines management policy.pdf
- Non-medical prescribing policy.pdf
- Patient group directions policy\_Redacted.pdf



- Self-administration of medicines policy.pdf

The Trust has redacted (removed) some information which we consider exempt under the following exemptions:

#### Section 40 - Personal information

The Trust has also redacted the names of some staff which are included in the policy. While we assume that most staff would be of a seniority at which their names should be disclosed and most would not object, we have not consulted them on disclosure and therefore disclosure may be unfair. If you require the named staff, please confirm and we will try to provide this information to you (bar any applicable exemptions).

#### Section 38 - Health and Safety

The Trust has redacted any internal and external contact telephone numbers mentioned in the policy. The Trust considers this information exempt because disclosure of this information may lead to contact numbers meant for staff only being used by the general public. The Trust considers that there is a risk to the health and safety of our patients if contact telephone lines are blocked by calls from the general public when staff need to make urgent calls regarding patients. Section 38 is a qualified exemption and the Trust has therefore considered the public interest.

#### Arguments for disclosure

- The public would benefit from understanding exactly what arrangements are in place for transfers.
- The public would have additional access to contact the hospital.

#### Arguments against disclosure

- The numbers redacted are internal numbers or numbers meant exclusively for staff and other professionals. There are already public telephone numbers via which patients are able to contact the Trust.
- There is a risk patient care or transfer could be delayed if staff are not able to get through on the dedicated lines leading to deteriorating patients.
- Staff time would be wasted if staff would have to field calls from the public rather than dealing with other professionals.

#### Conclusion

The Trust considers that on balance the arguments against disclosure outweighs the arguments for disclosure and the information is therefore exempt.

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*<https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>*

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If you are dissatisfied with how your request has been handled, please contact the FOI Co-ordinator to see if your concerns can be addressed informally.

Alternatively, you can request a formal internal review of our response. Please state that you are requesting an internal review and address your complaint in writing to:

Head of Information Governance  
Barts Health NHS Trust  
Email: [foi.bartshealth@nhs.net](mailto:foi.bartshealth@nhs.net)

Postal address:  
Head of Information Governance,  
c/o Corporate Records Office,  
Barts Health NHS Trust,  
Lower Ground Floor,  
9 Prescott St,  
Aldgate,  
E1 8PR

If, after we have addressed your complaint, you remain dissatisfied with how we have responded, you are entitled to appeal to the Information Commissioner (Tel: 01625 545 745). Details are shown at [www.ico.org.uk](http://www.ico.org.uk).

Yours sincerely,  
Freedom of Information Co-ordinator  
Barts Health NHS Trust  
9 Prescott Street  
London, E1 8PR  
T: 020 7480 4866

Website: [www.bartshealth.nhs.uk](http://www.bartshealth.nhs.uk)  
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