

Trust Headquarters  
Russell's Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ

**Ref:** FOI-000352

**Date:** 27/9/23

**Address / Email:**

Dear

**Request Under Freedom of Information Act 2000**

Thank you for requesting information under the Freedom of Information Act 2000.

Request

I am emailing to make a request under the Freedom of Information Act. I request that a copy of the following documents.

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.

Response

Please find attached overarching Trust policy on medicines management.  
Names have been redacted and any links to the Trust's internal documents will not work externally.

For a copy of the policy please contact FOI quoting reference number 000352

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager  
Trust Headquarters  
Russell's Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ  
Email: [dgft.dpo@nhs.net](mailto:dgft.dpo@nhs.net)

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office  
Wycliffe House  
Water Lane

FOI/REF FOI-

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

[www.ico.org.uk](http://www.ico.org.uk)

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

**Freedom of Information Team**

**The Dudley Group NHS Foundation Trust**