

## Freedom of Information request 178-17

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### Request

#### Self-administration of medicines policies

1. Does your Board have a self-administration of medicines policy for competent patients? Yes/ No
  - a. If yes, please provide a copy of this policy
  - 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. If no, are you planning to introduce this policy in 2017/18? Yes/ No
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?
  - b. How is the implementation of this policy monitored across the hospitals in your Board?
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 Board].

#### 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/ No
  - a. If yes, please provide a copy of this policy
  - 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. If no, are you planning to introduce a policy in 2017/18? Yes/ No
  - d. If no, please outline any work that your Board is undertaking with a view to enabling carers to visit the person they care for outside visiting hours?
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?
  - b. How is the implementation of this policy monitored across the hospitals in your Board?
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 Board].

### Response

#### Self-Administration of Medicines Policies

1. Please find below a copy of NHS Borders' policy on Self-Administration of Medicines. This applies throughout NHS Borders.



Self-Admin of  
Medicines.pdf

2. a) Staff are informed by discussions with ward managers and through training provided to ward staff.  
b) Please refer to attached policy document, Section 2.9, for this information.
3. Not applicable.

### **Carers Visiting Hours**

4. a) NHS Borders do not have a written policy although we do operate a flexible visiting arrangement which directs visitors to discuss with the Charge Nurse their visiting requirements, engaging with carers as part of the team caring for the patient is an implicit element of providing that care.  
b) Not applicable.  
c) No  
d) NHS Borders have developed a passport for LD patients which aims to engage them and their carer at all stages in their care. We work in partnership with Borders Carers Centre to improve services and have recently agreed to work with them to involve carers in discharge planning in line with the new Carers Act coming into force in 2018.
5. Not applicable.
6. This has not been raised with NHS Borders as an issue that we have had to consider, to date, due to our flexible visiting arrangements. Should this arise we would work with our partners, Borders Carers Centre, to discuss and progress if required.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or [foi.enquiries@borders.scot.nhs.uk](mailto:foi.enquiries@borders.scot.nhs.uk).

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **178-17** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.