

Ref FOI17 181  
Date 8 June 2017

Dear Sir/Madam

**Request for information under the Freedom of Information Act 2000**

---

Please find below/attached the Isle of Wight NHS Trust's response to your request.

**I would like you to advise me (simply and concisely,) of the standard procedure (to include for example any inventory of personal effects,) upon admission to St Marys when taken into A and E via ambulance.**

**Please include within the information you send, who is responsible for ensuring that all relevant information on the patient has been effectively collated (e.g. their history and current conditions to include all medications and dosages,) I would also ask that upon transfers from (for example,) A and E, through to MAU and eventual placement on a ward, who is responsible for ensuring the patient retains all their personal effects and any information/documentation gathered on their existing and presenting condition(s) In addition I am also interested in how all staff at the hospital record any relevant information on the patient given to them via family or other third parties.**

**Finally could I ask who takes responsibility for the correct administration of medications (including dosage,) during a stay at St Marys and do they also ensure a patient leaves the hospital with their personal effects, any prescribed medications they may have had with them upon admission, or any that may have been prescribed during their stay?**

**Response: The Isle of Wight NHS Trust does not hold the information specifically that you have requested.**

**Certain policies that are available on the Isle of Wight NHS Trust website ([www.iow.nhs.uk](http://www.iow.nhs.uk)) should provide you with some assistance, these include the following:**

**Patient Property Policy**

**Patient Identification Policy**

**Medicines Policy  
Records Management Policy  
And Self-Administration of Medicines Policy.**

**I hope this is of some use to you.**

The Isle of Wight NHS Trust came into existence on 1 April 2012 and does not hold information prior to this date. If you require information prior to this date, please contact the Department of Health.

Please note that this response does not constitute consent for direct marketing.

The Isle of Wight NHS Trust serves a resident population of 140,000 with a substantial influx of tourists during the summer months. The Trust provides acute, ambulance, community, maternity, mental health services on the Isle of Wight. As the only fully integrated service provider in England with this unique range of services comparisons with other service providers are not always straightforward.

A log of this request will be held on a database by the Trust. All hard copy correspondence relating to this request will be held for one year from the date of this letter, before being confidentially destroyed. A copy of this response will be published on the Trust website.

If you are unhappy about the response you have received, you should write and request the Trust to undertake an internal review of your application. A senior member of staff, not previously involved with your request for information, will undertake this review. If you remain dissatisfied with the response received you may complain to the Information Commissioner at the following address:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Please do not hesitate to contact this office if you have any further questions.

Yours faithfully

**Freedom of Information Team**

