



Apologies		
Name	Title	Initials
██████████	██████████	█
██████████	██	█

PROCEEDINGS		
No.	Agenda Item/Action/Record	Responsibility & Target Date
1.	Welcome/Introductions/Apologies	Chair
2.	Minutes of last meeting & Action Log	Chair
	<ul style="list-style-type: none"> <li>- ████████ – Who is the specialist prescriber – come back next time</li> <li>- Supplements – ████████ to liaise with ████████ and ████████ – action can come off</li> <li>- Clozapine monitoring – pushed thought to next time</li> <li>- Insulin – Has been done</li> <li>- Medicine safety – needs to be arranged as meeting was cancelled – Rajesh</li> </ul>	
3.	Matters arising (not elsewhere on agenda)	Chair
4.	Declaration of interest	Chair
<b>OPERATIONAL/GOVERNANCE</b>		
5.	Covert administration	
	<ul style="list-style-type: none"> <li>- Updated SOP – ████████</li> <li>- Changes as per version control summary</li> <li>- Transferred – responsible clinician changes, so new assessment is needed as they need signatures</li> <li>- When discharging – invite the future responsible clinician to the discharge / care plan as they need to sign responsibility</li> <li>- Ethics committee needed? – ████████</li> <li>- Update to existing policy – ████████</li> <li>- What to do with children? - ████████</li> <li>- Need a policy for children, separate or joint - ████████</li> <li>- Covert vs under parental consent - ████████</li> <li>- Add section to SOP to account for children – ████████ liaise with ████████</li> <li>- To be brought back next meds committee</li> </ul>	

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No.	Agenda Item/Action/Record	Responsibility & Target Date
6.	<b>PRNS guidelines</b>	
	<ul style="list-style-type: none"> <li>- See version control summary</li> <li>- Pregnancy not mentioned – to be added on</li> <li>- Vital signs / observations – [REDACTED]</li> <li>- Already on the policy - [REDACTED]</li> <li>- Add addition then happy to sign off - [REDACTED]</li> </ul>	[REDACTED]
7.	<b>Risk register</b>	
	<ul style="list-style-type: none"> <li>- Valproate risk acknowledgement – Complete risk forms by specialist – don't think we have comprehensive list of women on valproate in community – Community GP pharmacists email when forms are expired</li> <li>- Rapid tranq monitoring – numbers consistent, CAMHS + Newham higher use</li> <li>- Insulin administration – DATIX insulin errors, mandatory training, - Break down of it seems to be admin errors where nurses don't get the job to go and administer</li> <li>- Dispensary – item numbers increasing, staffing levels are the same, environmental issues with storage of medication</li> <li>- BMLK – Medicines safety meeting, are we linked into this? Are we able to take the risk factors across - [REDACTED] to link up with [REDACTED]</li> </ul>	[REDACTED]
<b>CLINICAL</b>		
8.	<b>Strep A</b>	
	<ul style="list-style-type: none"> <li>- To advise on how to treat children</li> <li>- Fever / pain score above 3 – Abx</li> <li>- Sending regular updates, CAMHS team London (Supply concerns) – SP</li> <li>- Updated guidance [REDACTED]</li> </ul>	[REDACTED]
9.	<b>Discharge service</b>	
	<ul style="list-style-type: none"> <li>- Most of the ward should be completing</li> <li>- Numbers are low, low staffing?</li> </ul>	
10.	<b>Medical gases</b>	[REDACTED]
	<ul style="list-style-type: none"> <li>- Shortage of oxygen cylinders</li> <li>- List of where the cylinders are kept</li> <li>- Pharmacists + Nurses to be made aware of information about where it is stored for emergency</li> <li>-</li> </ul>	
<b>MEDICINES SAFETY</b>		
11.	<b>Safe and effective use of medicines report</b>	[REDACTED]

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No.	Agenda Item/Action/Record	Responsibility & Target Date
	<ul style="list-style-type: none"> <li>- Incident report within control limits</li> <li>- See report for details</li> <li>- COG to link in MSO to look at learning and development - Insulin</li> </ul>	
<b>12.</b>	<b>EMPA reports</b>	■
	<ul style="list-style-type: none"> <li>- Discussed different types of reports (Valproate)</li> <li>- Any ideas for automated report liaise with LP</li> </ul>	
<b>13.</b>	<b>Rapid tranq monitoring</b>	■
	<ul style="list-style-type: none"> <li>- Where is the post rapid tranq being recorded</li> </ul>	
<b>14.</b>	<b>Any other Business:</b>	Chair
	Formularies	
	<ul style="list-style-type: none"> <li>- Standardise formulary process</li> <li>- One form for all directorates</li> <li>- NELFT – joint formulary applications</li> </ul>	■
<b>15.</b>	<b>Agenda Items for next meeting</b>	Chair
	<ul style="list-style-type: none"> <li>- Clozapine policy</li> <li>- Covert administration policy</li> <li>- Insulin report – ■</li> <li>- SOP for covid vaccines / treatment – London and Bedfordshire</li> </ul>	
<b>16.</b>	<b>Date of Next Meeting: 08 March 2023</b> <b>[09:00-11:00, MS Teams</b>	Chair