

# SQS CIRCULARS: ASSURANCE TEMPLATE FOR HSC BOARD AND TRUSTS

Circular Number	HSC (SQSD) 14-2010 NPSA 2010 RRR 015
Title	Prevention of over infusion of intravenous fluid* and medicines in neonates
Date of Issue from DHSSPSNI	10 September 2010
For Implementation by:	10 March 2011

## SECTION : To be completed by HSCT and forwarded to HSCB for consideration

To:	Chief Executive, HSC Board	
<input type="checkbox"/>	I can confirm that the required actions set out in the above circular have been implemented in full by the due date.	
<input type="checkbox"/>	I can confirm that the actions in the above correspondence have been partially implemented by the due date. The issues impacting on full implementation along with the timescales for resolving these issues are set out in the box below:	
	<b>KEY ISSUES / ACTION PLAN</b>	<b>DATE</b>
	The new 'Neonatal Intravenous Infusion Policy (2011) is to be submitted to the Trust's Policy Scrutiny Committee for approval. Once the Policy is approved it will be disseminated as per the Policy implementation plan.	30/06/2011
	The new procedures for administration of intravenous fluids to neonates have to be submitted to the CYP Procedures Committee.	30/06/2011
	Once approval is given for the Policy and Procedures they will be presented at CYP Directorate Governance Committee for final ratification prior to issue.	Dependent on approval of above
	Following approval of the Policy and Procedures a plan for OSCE style training on the safe administration of intravenous fluids and medicines in neonatal services is to be developed and delivered to all relevant clinical areas. Any learning from audit outcomes to be integrated into the training programme for staff.	31/03/2011
	Analysis of baseline audit data to be carried out	31/03/2011
	Repeat Audit	31/03/2012
<input type="checkbox"/>	I can confirm that the organisation has been unable to implement any actions of the above circular for the reasons set out in the box below. (The actions being taken/required to resolve or clarify the issues preventing implementation and the timescales for this should be outlined):	

I confirm that the HSC Trust's Chief Executive and designated senior manager have been advised of this response and are content that it should be submitted to the HSC Board.

Name & contact details of person submitting response on behalf of the Trust	Mrs Caroline Beattie Standards & Guidelines Medical Directorate Firbank House, Craigavon Area Hospital 68 Lurgan Road Portadown BT63 5QQ [REDACTED] Mobile: [REDACTED] Caroline.beattie@[REDACTED]
On behalf of:	Southern Health & Social Care Trust
Date:	10 March 2011

**SECTION 2: To be completed by HSCB and forwarded to DHSSPS****To:** Director, Safety, Quality & Standards Directorate, DHSSPS

I note the response from the Trust and –

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I can confirm that the HSC Board is content the action(s) taken, referred to in Section 1, complies with the requirements of the above circular.

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I can confirm that further action, as outlined in the box below, is needed to ensure compliance with the requirements of the above circular

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I confirm that the HSC Board's Chief Executive and designated senior manager have been advised of this response and are content that it should be submitted to the Department.

**Response submitted by:**

Name &amp; contact details of person submitting response on behalf of HSC Board

Date: