



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: **Policy and Procedure for the Ordering, Storage, Use and Destruction of Controlled Drugs within the LAS**

Is it new or revised

(If revised, please attach a copy of the original Equality Impact Assessment.)

Senior Manager Responsible David WHITMORE
Department Medical Directorate
Section

Equality Impact Assessment Screening Team

| Name | Department | Role |
|----------------|---------------------|-----------------------------|
| David Whitmore | Medical Directorate | Principal Author / Reviewer |
| Daryl Mohammed | Medical Directorate | Adviser |
| Mark Faulkner | Medical Directorate | Adviser |
| Fionna Moore | Medical Directorate | Adviser |
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Date of screening Between December 2009 and March 2010 as the revised policy was altered

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| Title: Equality Impact Assessment Guidance and Form | Version: 3.0 |
| Date: 16/03/2010 | Owner: Equality and Inclusion |



Please summaries below the aims and objectives of this policy/service/function etc. including any intended outcomes.

This policy and procedure refers to all personnel legally authorised to possess and administer those controlled drugs used by the LAS.

It relates to the daily operational management of all controlled drugs used by the trust.

This policy and procedure does not cover the use of any controlled drug used by the Voluntary Aid Society staff, i.e., St. John Ambulance, British Red Cross, BASICS or private organisations subcontracted by the LAS.

This policy and procedure gives clear guidance on the record keeping, security and destruction of controlled drugs used by the LAS. For these areas it draws on the following guidelines or legislation:

- Misuse of Drugs Act 1985
- Misuse of Drugs Regulations 2001
- Medicines Act 1968
- Duthie Report 1998
- Crown Report 1999
- Health and Social Care Act 2001
- Hazardous Waste (England and Wales) Regulations 2005
- Health Act 2006

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|---|-------------------------------|
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- Safer Management of Controlled Drugs: Guidance on Standard Operating Procedures for Controlled Drugs 2007
- A guide to good practice in the management of controlled drugs in primary care 2009

All other issues relating to the storage, issue and administration of drugs by LAS staff is found in OP 002 – Procedure covering the issue & use of drugs by LAS Staff (POMs).

Objectives

1. Defines which controlled drugs the LAS uses.
2. Gives guidance to staff on their responsibilities in relation to all aspects of controlled drugs.
3. Gives specific guidance on the actions to take if any controlled drug is lost / stolen or misplaced
4. Details the method by which unused controlled drugs are to be disposed of.
5. Details the procedure to be applied for destroying all out of date controlled drugs.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

This policy is for the guidance and use of LAS staff and managers only. It does not seek to provide any form of service / treatment to patients.

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

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|---|-------------------------------|
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| Equality Strand Group | Is there likely to be a positive or neutral impact in regard to: | If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason? |
|-----------------------|--|---|
| Age | Neutral | |
| Disability | Neutral | |
| Gender | Neutral | |
| Race | Neutral | |
| Religion or Belief | Neutral | |
| Sexual Orientation | Neutral | |

Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

This policy has been revised over a period of three months with advice and input from the Local Intelligence Group for Controlled Drugs of Westminster PCT, SCD6 – Drugs Directorate – Metropolitan Police and the Governance Development Unit LAS.

As it is an application of the legal framework by which staff order, store, carry and administer controlled drugs the principal author and reviewer is satisfied that no further EQIA action need be taken.

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No ✓

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.



If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

Name of Director: Dr Fionna Moore
Date: 31.03.2010

Signature:

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