

S.N. M. Jarman
c/o Daedalus Ward Nights
GWMH

IE/LP

17 January 1996

2228

Dear S.N. Jarman

I write to confirm that an investigation will be conducted regarding the incident which resulted in Mrs. Ivy Smith being given 80 mgms of Diamorphine in error.

Mrs. Barbara Robinson, Elderly Services Manager for Fareham Locality has been appointed as the Investigating Officer.

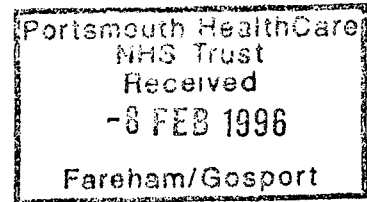
We are advised that you should not administer medications until the results of this investigation are known, this decision is intended to protect both your interests and that of the Trust.

I will keep you informed as events progress, meanwhile please do not hesitate to contact me if you require information or guidance.

Yours sincerely,

Mrs. I. Evans
Hospital Manager

Copy to:- Night Sisters



Code A

IE/SKD

07 February 1996

2229

Dear Maureen

Further to my letter of the 17th January, I write to confirm the investigation is now complete and I enclose a copy of the report for your reference.

The findings of the investigation quite clearly establish that you failed to follow the correct procedure for administering medication by allowing a support worker to administer controlled drugs on two occasions and by making two incorrect entries in the Drug Register by signing your name in the "Given by" column for Oramorph which was actually given by **Code A**

You have readily admitted to this obvious breach of both the Trust's Policy for the Administration of Medicines and the UKCC Standards for Administration of Medicines. However, following discussion with Senior Managers, taking into account your prompt action, once the mistake was identified, your own response to the investigation and your obvious regret over this incident, we have decided it would not be appropriate to take any disciplinary action.

I would however like to meet with you and Jane Parvin to discuss the findings of the report and identify any action required to prevent a re-occurrence of this mistake.

I have arranged a meeting for Wednesday 14th February 1996 at 3.00 p.m. at Gosport War Memorial Hospital in my office.

Please let me know if your any reason you are unable to attend at this time.

Although this is not a disciplinary meeting, you may bring a colleague or union representative with you if you wish.

Yours sincerely

Code A

Isobel Evans (Mrs)
Hospital Manager

cc Jane Parvin St Christophers Hospital