

MINUTES OF THE
DRUGS & THERAPEUTICS COMMITTEE
Held on 3rd September 2025
in St Bedes / MS Teams

Attending

(Dr NC) Dr Naomi Collins – Hospice Palliative Care Consultant (Chair) (BT) Rebecca Trower – Clinical Director/Joint CEO (Dr A A) Dr Ambreen Akhtar – Hospice Doctor (Dr BD-S) Dr Busi Da Silva – Hospice Doctor (MM) Mario Manzo – Clinical Pharmacist, Ashtons	(MF) Maura Flint – Practice Educator (AR) Alex Rudkin – Director of Quality and Governance / Mins (FQ) Francis Quinon – IPU Clinical Lead
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ITEM 1: Welcome

1.1 Dr NC extended welcome.

ITEM 2: Apologies for Absence

(PH) Philomena Hutchinson – IPU Senior Nurse; (JS) Jill Smith – CNS NMP; (HT) Hai To – Sutton CCG Care Home Pharmacist; (KH) Kevin Hobson – CNS NMP; (Dr GT-R) Dr Gaby Tamura-Rose – Hospice Palliative Care Consultant; (TC) Tracy Christmas – Community Services Manager, NMP

ITEM 3: Minutes of the Last Meeting

Minutes of the last meeting held on 23rd April 2025 were agreed.

ITEM 4: Matters Arising

- Ashton’s Dispensing Fees and impact on contract and potentially the stock list and dispensing of TTOs from Stock are being discussed by BT and Dr NC with Ashton’s later today to minimise the financial impact of dispensing fees that have been introduced.
BT/NC

- Review meeting for TTO management (length of supply/injectibles/suppositories) to be held. BT to coordinate with NC, FQ & TC. FQ to liaise with TC re GP engagement.
BT/NC/FQ /TC

- Abstral Audit actions considered by Medical Team will be reviewed and update provided at the next meeting. Prescribing practice to be agreed and use of chart.
NC

- Approved signatory list for prescribing has been updated and sent on to Ashtons. A further updated list is on its way.

- Dr B Da Silva is reviewing the IPU stock list of medications this year as it has been unchanged for a number of years. MM will also feed into review of the Hospice stock list. Dr BDS,
MM
- Fridge and server checking (by the night team) is incorporated into routine practice on the IPU. Fridge temperature checking is recorded. End of month checks on expiry dates implemented.
- Liveview induction for FQ has been completed with Mario.
- Medication errors highlighted by MM are reviewed and logged by FQ as a QA project in 2025/26.

ITEM 5: Pharmacist Update


- 5.1 MM delivered Ashton’s Clinical Pharmacist reports for Q1 2025 that included [Activity Report - St Raphael's Hospice.pdf](#), [Copy of Hospice Drug Spend Analysis - Q2 2025 \(Anon\) 1.xlsx](#), [Copy of St Raphael's Hospice - Water for Injection \(12 months\) - August 2025.xlsx](#); [MM St Raphael's Hospice.xlsx](#). ABI report had been circulated by MM to the clinicians and BT separately.
- 5.2 MM has circulated a review of stock lists and has made recommendations based on cost-efficacy for stock medications dosage. Medical Team and FQ to review and agreed required amendments to the stock list. Noted that prescribing water for injection (Mini Plasco) 5ml or 10 ml (both priced the same) will reduce the Hospice spend on such items rather than prescribing just water for injection. Stock list should be updated accordingly. Dr NC / FQ
- [Dr BD-S joined the meeting]*
- 5.3 AR to circulate the Ashton’s newsletter for members to subscribe to. AR
- 5.4 April to June Activity reviewed. Duplicate prescribing highlighted in April – June figures where the discretionary medication has not been crossed off when prescribed PRN. BDS and Medical Team will lead review of the Prescription chart to agree any required design changes to remove potential for duplicate prescribing. BDS / Med
Team / FQ
- 5.5 Medicines Management Audit April - June – all elements compliant apart from storage of loose item in the medications fridge and reminder that only medications should be found in the medication fridge. Nutritional supplement should be kept in the kitchen fridge. Messages have already been re-enforced with staff.
- Medication spend analysis reviewed. Ashtons spending fees analysis considered to be useful information to have and SRH would welcome Ashtons incorporating in routine reporting. In the meantime, FQ to liaise with Carol Thompson on the IPU to generate the data. FQ


ITEM 6: The growing use of Naltrexone in oncology - ? perception and ? difficulties with subsequent pain management


Not considered a growing trend. Item removed.


ITEM 7: Update on medication policy review

Policy/guideline revisions since the last meeting include:-

CLINSOP10 Emergency transfer of medicines between PAH and SRH  [CLINSOP10 Emergency transfer of medicines between PAH and SRH.pdf](#) v2.0 issued 12/06/2025 (re-written throughout)

CLIN25 Controlled Drug Policy  [CLIN25 Controlled Drug Policy.pdf](#) v2.6 issued 29-04-2025 (4.7 sample signature list required for all senior RGNS plus medical and non-medical prescribers; 5.6 N.B added re NA checker and inclusion in the competency Checklist and Medicines Management Training; 12.45 added; links updated); v2.7 issued 27/08/2025 & v2.8 issued 02/09/2025 (Section 6 added on Management of Unknown Substances; 13.5 and 13.13 amended to include use of CD destruction kit for disposal of broken or used CD ampules; 16.5 includes reference to sealed bag and 2 signatures re CDs for destruction)

CLIN33 Non-medical Prescribers' Policy  [CLIN33 Non-medical Prescribers' Policy.pdf](#) v7.0 issued 05-08-2025 (includes section on Clinical Management Plan at 6.27 and Appendix 5)

CLINSOP19 Community Medicines Management for Clinical Nurse Specialists  [CLINSOP19 Community Medicines Management for Clinical Nurse Specialists.pdf](#) v 2.0 issued 19/08/2025 (minor changes throughout plus additions at 5.8 and 5.9)

ITEM 8: Serious Medication Incidents

There have been no medication incidents reported between 24th April 2025 and 2nd September 2025 resulting in either moderate or serious harm.

ITEM 9: Update on CAS/MHRA Alerts

9.1 All CAS/MHRA alerts are logged on our register at [CAS Register.xlsx](#)

ITEM 10: Any other business

- MF advised upcoming educational events for Medical Prescribers in October; Syringe Driver training for Care Homes in October and further Medicines Management training in November 2025.
- AR to email HT to check she is still able to attend future meetings

ITEM 11: Future Dates

11.1 Next meeting is Wed 19th November 2025, 11.30am-1pm, held in St Bedes & on MS Teams.