Patient Safety Alert Policy

Policy for the safe management of safety alerts.

Document Detail	
Version	1
Owner & Responsible Lead	Manager LEAD
Effective from	1July 2020
Date of latest Review	September 2024
Date of next review	September 2025
Review Criteria	This document will be reviewed prior to review date if a legislative change or other event dictates

Scope

This policy details the arrangements for the dissemination and response to National Safety alerts issued via the Central Alerting System (CAS) accessed at https://www.cas.mhra.gov.uk/Home.aspx.

This policy applies to all workers at LEAD.

Duties

Manager
Responsible for:
- Acknowledging receipt of alert and cascading to relevant staff.
- Assuring that safety alerts have been addressed
- Maintaining a log of relevant safety alerts issued and actions taken.

All staff –
Responsible for:
- Those receiving alerts are responsible for ensuring that it is managed in accordance with the requirements of the policy and associated procedures.

Procedure

1. Manager receives alert from CAS and decides if this needs to be disseminated locally or will initiate action centrally
2. Manager disseminates alert if required to staff.
3. Staff who have received alert confirm whether alert is applicable to them or not and return action plan if required.
4. Manager will follow-up if staff fail to respond
5. Appropriate action is taken and recorded in local CAS response record by Manager