

Date: 14 January 2019

Our reference: **FOIRQ5602**

Dear Sir/Madam,

Thank you for your request for information, which we have processed under the Freedom of Information Act 2000. Please see our response to your following request for information:

**Your Request and Our Response (in bold)**

*I write under the Freedom of Information Act 2000 to ask if you could send me the following information from the relevant department in your Trust: **Please see our response to your following request for information from Great Ormond Street Hospital for Children NHS Foundation Trust (the 'Trust'):***

- *the policy or policies in place for the management of Serious Incidents.*
- *the policy or policies in place for reporting incidents.*

**Please see attached copy of our existing Incident Reporting and Management Policy, which is currently under review and pending updates to be approved by the Policy Approval Group (PAG). This policy covers your requests for both the management of reporting serious incidents and reporting incidents. We are therefore unable to provide you with an updated version of the policy until the changes have been approved and updated on the system. This information is exempt under Section 22 - information intended for future publication of the Freedom of Information Act 2000. Please see note below\*\***

- *the policy or policies in place for counting of swabs, needles and instruments in invasive procedures.*

**Please see attached a copy of the Surgical Count Policy covering the information you have requested, which is currently under review with updates due to be submitted to the PAG in February 2020. We are therefore unable to provide you with an updated version of the policy until the changes have been approved and updated on the system. This information is exempt under Section 22 - information intended for future publication of the Freedom of Information Act 2000. Please see note below\*\***

- *the policy or policies in place for checking and placement of implants and prostheses in invasive procedures.*

**Please see attached a copy of our Safety Standards for Invasive Procedures (SSIPs) Policy with reference to Section 15 - Prosthesis/Implant Verification, One off set and Loan kits.**

**Please note: \*\*Section 22 of the Freedom of Information Act (FOIA) 2000 provides an exemption for information, which is intended to be published in the future, if at the time of receiving a request for the information, it is considered by a public authority (the “Trust”) that the information will be made available at some future date, whether the date has been determined or not; and whether it is reasonable in all the circumstances to withhold the information until the information is readily available to disclose into the public domain. Your request for information is therefore exempt information under Section 21(1) of the FOIA.**

**Please note:**

The information we have provided under the Freedom of Information Act 2000 is the information held on the date your request was received by the Trust.

We hope the information provided is sufficient and helpful in answering your questions or any issues or concerns. Should you have any further queries in relation to this request, please do not hesitate to contact the FOI Team and quote the above reference number on any related correspondence.

**Re-use of information**

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For information which is not Great Ormond Street Hospital for Children NHS Foundation Trust copyright, e.g. external websites, please contact the named party directly.

Yours sincerely

**Freedom of Information team**

Great Ormond Street Hospital for Children NHS Foundation Trust

Email: [foiteam@gosh.nhs.uk](mailto:foiteam@gosh.nhs.uk)

**[Enclosed – Your rights – see next page]**

### **Your Rights**

Should you have any questions relating to the response you have received to your request for information, please do not hesitate to contact the FOI Team. Alternatively, you are entitled to make a request for an internal review within two months from the date of receiving our final response to your original request. You can also write to the Head of Quality & Safety at the following address:

Quality & Safety team  
Great Ormond Street Hospital  
LONDON  
WC1N 3JH

If, however, you remain dissatisfied with the outcome of the internal review then you have the right to appeal to the Information Commissioner as the final stage of the FOI process. You can contact the Information Commissioner's Office at the following address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113  
Fax: 01625 524510