 <p> <b>GIG</b>      CYMRU  <b>NHS</b>      WALES   </p> <p>     Iechyd Cyhoeddus      Cymru      Public Health      Wales   </p>	<p> <b>Name of Meeting</b>        Quality, Safety and Improvement Committee     </p> <p> <b>Date of Meeting</b>        25 November 2025     </p> <p> <b>Agenda item:</b>        3.1     </p>
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<h2>Medicines Management in PHW: Summary of latest position</h2>	
<b>Executive lead:</b>	Dr Fu-Meng Khaw, National Director of Health Protection and Screening Services, Executive Medical Director
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<b>Approval/Scrutiny route:</b>	HPSS DMT – 14/10/2025
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<b>Purpose</b>
To update the Quality, Safety and Improvement Committee on the latest position with respect to Medicines Management for Public Health Wales.

<b>Recommendation:</b>				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input checked="" type="checkbox"/>
<p>The Committee is asked to:</p> <ul style="list-style-type: none"> <li>• Receive <b>assurance</b> on the progress of actions to strengthen governance around Medicines Management within the organisation.</li> <li>• <b>Note</b> that the Medicines Management Policy has been updated and issued for consultation.</li> <li>• <b>Note</b> the terms of reference for the Medicines Management Group including the governance arrangements described.</li> </ul>				



**Link to Public Health Wales [Strategic Plan](#)**

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

**Strategic Priority/Well-being Objective**

5 - Protecting the public from infection and environmental threats to health

**Summary impact analysis**

**Equality and Health Impact Assessment**

An equality impact assessment was undertaken as part of the initial Medicines Management Policy development.

**Risk and Assurance**

The information presented in this report does not relate to the Board Assurance Framework (BAF), Corporate Risk Register (CRR) or the Directorate Risk Register.

**Health and Care Standards**

This report supports and/or takes into account the [Health and Care Standards for NHS Wales](#) Quality Themes

Theme 2 - Safe Care

Choose an item.

Choose an item.

**Financial implications**

There are no financial implications

**People implications**

There are no people implications

## 1. Purpose / situation

To update the Quality, Safety and Improvement Committee on the latest position with respect to Medicines Management for Public Health Wales.

## 2. Background

Public Health Wales (PHW) is required to establish, document and maintain an effective system for the safe handling, storage and administration of medicines in line with legislation and best practice.

PHW does not routinely have responsibility for administering many medicines directly so has only limited involvement in direct medicines management. Consequently, PHW does not have the wider range of clinical governance infrastructures for medicines management established within other NHS healthcare organisations.

### Scope of the use of medicines in PHW

There are some clinical care situations that require PHW staff to supply or administer medicines to members of the public and to staff. These sit within the Screening Division of PHW.

- Tropicamide eye drops in Diabetic Eye Screening Wales (DESW), administered under a medicines management protocol
- Local Anaesthetic for breast biopsy in Breast Test Wales (BTW) administered under a Patient Group Direction (PGD)
- Holding of Adrenaline in BTW clinics in case of anaphylaxis.

### Responsibilities

The PHW Chief Executive has overall responsibility for Medicines Management in PHW. This is delegated to the Executive Medical Director who is the Board Lead for Medicines Management, and the Office of the Medical Director (OMD) plays a key role in ensuring effective clinical governance in this important area.

## 3. Description/Assessment

A Task and Finish Group has been set up, led through the OMD, to look at implementation of the policy, including proposing structures for ongoing governance arrangements.

## Key developments since the last update to QSIC

- **Baseline current practice and structures**

The OMD have taken a structured approach to understanding current practice across the breadth of practice in medicines management, using a framework developed by the RCN. This has not identified any areas of concern but has helped to shape the work plan for areas identified as needing further development.

- **Identify PHW Medicines Safety Officer**

The clinical Governance Manager in the Office of the Medical director has been nominated as the organisational Medicines Safety Officer. They are clear on the roles and responsibilities and have established links with the National Medicines Safety Officer Network and other key national groups.

- **Review of SLA with Cardiff and Vale Pharmacy**

The Service Level Agreement with Cardiff and Vale has been comprehensively reviewed with PHW colleagues and the Director of Pharmacy at Cardiff and Vale. We are confident that the agreement meets our needs as an organisation and have set up 6 monthly review meetings in order to monitor this including monitoring the type of input and the number of funded sessions required.

- **Review of Medicines Management Policy**






The PHW Medicines Management Policy was written jointly between the Quality Nursing and Allied Health Professions and OMD teams and approved by the QSIC in December 2023. The policy has been reviewed by the task and finish group and some updates are suggested to reflect the needs of the organisation. The updated policy has been issued for consultation and will be submitted to the Committee for approval in due course.

- **Establishment of PHW Medicines Management Group**

Following on from agreement in principle at QSIC previously, Terms of Reference for a standing PHW Medicines Management Group have been drafted and are attached here for information. The group will provide over-arching governance for the ordering, storage, dispensing and administration of medicines, to ensure the highest standards of medicines management and minimise risks associated with use of medicines. Although the group is similar to those in Health Boards, there is a more operational focus here because of the limited number of medicines used in PHW and the lack of other supporting structures in the organisation. The plan is for there to be one more task and finish group to ensure that the task of implementing the policy has been completed, and the Group will be established formally from the start of 2026.

### 3.1 Well-being of Future Generations (Wales) Act 2015

The progress outlined above has been completed with due consideration of the five ways of working, as defined within the sustainable development principle in the Act, in the following ways:

Hirdymor		Long Term	<i>Even though PHW has limited direct use of medicines, robust governance processes need to be in place to ensure ongoing assurance.</i>
Atal		Prevention	<i>Prevention of incidents, learning lessons and minimising risk is important for delivering excellent services</i>
Integreiddio		Integration	<i>Effective and efficient Medicines Management, with the aim of delivering safe services and providing assurance of such at the appropriate level, requires the integration of audit and other processes into routine working and the incorporation of medicines management into existing quality and assurance structures</i>
Cydwethio		Collaboration	<i>Effective Medicines Management and robust governance requires collaboration between those involved in all stages of the medicines management process from procurement to administration, the OMD and CAVUHB pharmacy team</i>
Cynnwys		Involvement	<i>The Medicines management group described includes colleagues from across PHW including those involved in direct service delivery and enablers, and includes CAVUHB pharmacy</i>

#### 4. Recommendation

The Committee is asked to:

- Receive **assurance** on the progress of actions to strengthen governance around Medicines Management within the organisation.

- **Note** that the Medicines Management Policy has been updated and issued for consultation.
- **Note** the terms of reference for the Medicines Management Group including the governance arrangements described.