| **hyperlink** | **Document Details** | **Changes/ Reason for Update** | **WH&C have own policy** | **Applicable to WH&C** | **Area document relevant to** | **Date document made live** | **Version Number** |
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| **[Consent for Medical Treatment for All](C:\\Trust-wide Documents\\Consent\\Consent for Medical Treatment for All Patients at the Great Western Hospital Policy.docx)**  **[Patients at the Great Western Hospital Policy](C:\\Trust-wide Documents\\Consent\\Consent for Medical Treatment for All Patients at the Great Western Hospital Policy.docx)** | This policy is intended to guide the reader to obtain appropriate consent for treatments and procedures, including for post-mortem examination. | July -17 changes made as follows:  1) Removal of reference to consent register (there was one lingering reference which was missed previously)  2) Adding in a line about a new consent law case  3) A paragraph about urgent treatment for children no parent around  4) Pre-printed forms |  | No | All those employed directly by the Trust, and agency/bank workers, locums, contractors and students | 10.07.17 | 7.0 |
| [**Display Screen Equipment (DSE) Policy**](file:///C:\Trust-wide%20Documents\Health%20&%20Safety\Display%20Screen%20Equipment%20(DSE)%20Policy.docx) | To minimise display screen equipment risks with the provision of training, aids and safe systems of work. To provide clear guidelines for the assessment and safe use of display screen equipment by employees and other users. | Full review - May 2017. Live July 2017 | No | Yes | DSE Users | 05.07.17 | 1.0 |
| [**Driving at Work Policy**](file:///C:\Trust-wide%20Documents\Health%20&%20Safety\Driving%20at%20Work%20Policy.docx) | This Policy applies to any person who is expected to drive a Trust owned vehicle or any other vehicle on trust business | Full review - May 2017. Live July 2017 |  | Yes | All employees directly employed by the Trust, including those who deliver services on behalf of Wiltshire Health and Care whether permanent, part-time or temporary (including fixed-term contract). It applies equally to all others working for the Trust, including private-sector, voluntary-sector, bank, agency, locum, and secondees. For simplicity, they are referred to as ‘employees’ throughout this policy | 05.07.17 | 1.0 |
| [**Employee Immunisation and Screening for Occupational Health Nurses Guidelines**](file:///C:\Trust-wide%20Documents\Health%20&%20Safety\Employee%20Immunisation%20and%20Screening%20for%20Occupational%20Health%20Nurses%20Guidelines.docx) | This document is guidance for the Occupational Health and Wellbeing staff to follow when screening new and existing employees to the Trust | new document - Live July 2017 |  | Yes | Applies to clinical employees and those employees for whom Health and Wellbeing and Occupational Health (OH) are their OH provider. May include maintenance workers, housekeeping and hotel services whose work may expose them to infectious agents and for whom immunisation is advised following risk assessment by OH or pre-placement screening identifies this is necessary for the role they are employed to undertake. Procedure is to be implemented by Occupational Health nurses working Trustwide. | 05.07.17 | 1.0 |
| [**First Aid at work Policy**](file:///C:\Trust-wide%20Documents\Health%20&%20Safety\First%20Aid%20at%20Work%20Policy.docx) | The purpose of this Policy and Guideline is to document the Statement of Commitment to Health & Safety by the Trust Board, to identify the organisational responsibilities and arrangements for First Aid. | Full review - May 2017. Live July 2017 |  | Yes | All Trust and WH&C employees | 05.07.17 | 1.0 |
| [**Lone Worker Policy and Guidance**](file:///C:\Trust-wide%20Documents\Health%20&%20Safety\Lone%20Workers%20Policy%20and%20Guidance.docx) | This document aims to reduce the risk to any member of staff working without direct supervision in a building or in the community. | Full review - May 2017. Live July 2017 |  | Yes | All Trust and WH&C employees | 05.07.17 | 1.0 |
| [**Percutaneous Endoscopic Gastrostomy (PEG) Placement and Management (Adults) Clinical Guideline**](file:///C:\Trust-wide%20Documents\Nutrition%20and%20Hydration%20-%20Meals,%20NG,%20PEG\Percutaneous%20Endoscopic%20Gastrostomy%20(PEG)%20Placement%20and%20Management%20(Adults)%20Clinical%20Guideline.docx) | To ensure safe and appropriate placement of PEGs taking into account individual and ethical considerations whether initiated in acute or community settings | Full review - Live July 2017 |  | No | The Consultant or GP responsible for the patient  • Speech and language therapist  • Dietitian, Nutrition Nurse | 05.07.17 | 1.0 |
| [**Requesting a Blood Transfusion and the Collection of Blood Samples for Pre-Transfusion Compatibility Testing for All Patients - Trustwide**](file:///C:\Trust-wide%20Documents\Blood%20-%20%20Transfusion,%20Issue,%20Ordering,%20Emergency,%20Haemorrhage,%20Jehovahs%20Witnesses\Requesting%20a%20Blood%20Transfusion%20and%20the%20Collection%20of%20Blood%20Samples%20for%20Pre-transfusion%20Compatibility%20Testing.docx) | This document is intended to guide the user through requesting a blood transfusion and the collection of blood samples for pre-transfusion compatibility testing. It ensures that patient identification for the purposes of obtaining a blood sample for cross matching is carried out in a safe manner. It explains how to request a blood transfusion in different circumstances, depending on the patient’s condition. | Full review – Live July 2017 |  | Yes | All employees involved in blood transfusion either directly employed by the Trust (including those who deliver services on behalf of Wiltshire Health and Care) whether permanent, part-time or temporary (including fixed-term contract). It applies equally to all others working for the Trust, including private-sector, voluntary-sector, bank, agency, locum, and secondees. For simplicity, they are referred to as ‘employees’ throughout this policy | 06.07.17 | 1.0 |
| [**Swab, Instrument and Needle Counts for All Patients undergoing a Surgical Procedure at the Great Western Hospital Policy**](file:///C:\Trust-wide%20Documents\Swab%20and%20Needlecount\Swab%20Instrument%20and%20Needle%20Counts%20for%20All%20Patients%20undergoing%20a%20Surgical%20Procedure%20at%20the%20Great%20Western%20Hospital%20Policy.docx) | This is the Trusts swab, Instrument and Needle Count Policy. The overriding principle for the is that all swabs, instruments and sharps must be accounted for at all times during an invasive surgical procedure in any setting, to prevent foreign body retention and subsequent injury to the patient. | Full review July 2017 |  | No | Practitioners who undertake swab ,  Instrument and Needle Counts as defined in the scope of this document | 18.07.17 | 2.0 |
| [**Antimicrobial Stewardship for Adult and Child Patients Policy**](file:///C:\Trust-wide%20Documents\Antimicrobial%20Stewardship%20for%20Adult%20and%20Child%20Patients%20Policy\Antimicrobial%20Stewardship%20for%20Adult%20and%20Child%20Patients%20Policy.docx) | The purpose of this policy is to provide clear guidance to ensure that the patient’s welfare is enhanced and not compromised when antimicrobials are used in their treatment by defining how the prescribing of antimicrobials is to be conducted throughout the Trust. | full review -live July 2017 |  | No | All employees directly employed by the Trust, whether permanent, part-time or temporary (including fixed-term contract). It applies equally to all others working for the Trust, including private-sector, voluntary-sector, bank, agency, locum, and secondees. For simplicity, they are referred to as ‘employees’ throughout this policy | 20.07.17 | 1.0 |
| [**Enteral Nutrition for Preterm Infants at Great Western Hospital (GWH) Policy**](file:///C:\Trust-wide%20Documents\Nutrition%20and%20Hydration%20-%20Meals,%20NG,%20PEG\Enteral%20Nutrition%20for%20Preterm%20Infants%20Clinical%20Guideline.docx) | As survival rates for preterm infants improve, more emphasis is being put on improving the quality of outcome by concentrating on optimising nutritional management. This guideline aims to use available evidence, alongside national and network best practice, to provide optimal nutritional care and to meet the individual nutritional needs of infants born prematurely. | Full review- Live July 2017 |  | No | Paediatricians, Neonatal Nursing Employees and Paediatric Dietitians | 05.07.17 |  |