



National Health Service in Scotland  
Management Executive

22 June 1995

Dear Colleague

**THE MANAGEMENT OF INFUSION SYSTEMS**

**Summary**

1. The report on the Management of Infusion Systems makes recommendations about:

- a clearly defined management structure
- an agreed and documented procurement policy
- the development and maintenance of comprehensive device registers
- staff training, both theoretical and practical
- a formal device maintenance system
- the development of guidelines on the safe prescribing and administration of drugs by infusion systems
- appropriate documentation for all operational aspects of infusion systems, both in hospital and in the community
- the arrangements for the reporting of adverse incidents and the circulation of safety warnings, which are of particular importance.

**Action**

2. Detailed recommendations are set out in the report and it is the responsibility of Chief Executives of Trusts and Principals in General Practice to bring this report to the attention of all relevant staff and to ensure that the arrangements for Infusion Systems within their organisation comply with these recommendations.

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**Addressees**

For action:

General Managers,  
Health Boards

Chief Executives,  
NHS Trusts

Principals in  
General Practice

For information:

General Manager,  
Common Services Agency

General Manager,  
Health Education Board  
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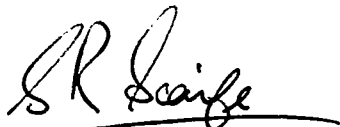
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3. Health Boards, NHS Trusts and General Medical Practices should ensure that formal arrangements exist for the dissemination of safety warnings, the responsibilities of and action to be taken by staff on receipt of warnings, acknowledging receipt of warnings, preparing the relevant documentation and regularly auditing the effectiveness of dissemination of safety warnings.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'G Scaife', written over a horizontal line.

G SCAIFE