

Managing Safety Alerts & Medicines alerts

The steps below should be taken when alerts are received, these can be built into your procedure for dissemination of alerts

- Identify a nominated person and a deputy who are registered on the 'central alert system' to receive the alerts.
- Record the alert on the 'Safety Alerts' log.
- Disseminate to the relevant staff in the practice.
- Nominate a lead person to be responsible for ensuring the alert is actioned.
- Set up a reminder in outlook to check that nominated lead has confirmed that any actions required have been completed.
- Record completion on the safety alerts log.
- Include safety and medicines alerts log as a standing agenda item on your clinical meeting agenda so that you can discuss any actions required, progress with completing them and confirmation that they have been actioned as required.