

APPENDIX 6

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 - Preparation		
1.	Title of Policy - what are you equality impact assessing?	'Procedure for Managing an Extravasation'
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The aim of this Procedure is to provide guidance on the prevention, detection and management of infiltrations and extravasations.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	<p>The Chief Executive has ultimate responsibility for all Health & Safety issues within the UHB, including prevention and management of an extravasation. However responsibility for many aspects of the management of these guidelines has been devolved down as follows:</p> <ul style="list-style-type: none"> • Executive Lead • Head of Health and Safety • Occupational Health • Pharmacy • Chemotherapy Nurse Specialists • Health and Safety Advisers • Senior Nurses/Clinical Managers <p>Principal reviewers will be:</p> <ol style="list-style-type: none"> 1. Sarah Rowland, Chemotherapy and IV Access CNS. 2. Julie Broughton Chemotherapy CNS for Children and Young People,
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the	The EqIA was undertaken by the UHB Chemotherapy Nurse Specialists, in consultation with members of the the Cytotoxic Group, who are responsible

Step 1 - Preparation		
	EqlA and what are their roles in the process?	for devising and supporting the implementation of these guidelines.
5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqlA?	<ul style="list-style-type: none"> • Policy on the Management of Parenteral Cytotoxic Chemotherapy • Health and Safety Policy • Incident Reporting Investigation Procedure • Procedure for Handling Cytotoxics During Pregnancy
6.	Stakeholders - Who is involved with or affected by this Policy?	<p>Implementation of these guidelines will involve the following:</p> <ul style="list-style-type: none"> • Pharmacy/Sterile Production Services • Chemotherapy Nurse Specialists • Senior nurses/Clinical Managers • Health and Safety Department • All staff who administer IV medication • Patients receiving Intravenous medication • Parents of children receiving IV medications • Carers of patients receiving IV medication
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	<p>Contributory factors include:</p> <ul style="list-style-type: none"> • Staff training to ensure all staff are aware of the Procedure • Training/raising awareness amongst senior nurses and clinical managers • Completion of appropriate risk assessments • Impact on staff release for training • Yearly chemotherapy assessments, which includes knowledge of extravasation

Step 1 - Preparation

		Failure to implement training and risk assess may adversely impact on the outcomes.
--	--	---

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.						
Race	<p>A search undertaken on such 01/03/2013 indicated that there was no evidence of impact. The following organisations came to the same outcome UHB Incident Reporting Policy.</p> <p>UHB policy for safe administration of medicine UHB incident form NMC (2002) Standards for the Administration of Medicines</p> <p>The following organisations found no evidence of impact .</p> <p>Management of Extravasation of Cytotoxic Drugs in Children www.rcht.nhs.uk/DocumentsLibrary/.../PaediatricExtravasationPolicy.pdf - Cached Appendix 7.Initial Equality Impact Assessment Screening Form 21. Management of Extravasation of Cytotoxic Drugs in Children. Ratified: Review: 5 ...</p> <p>The following organisations found no evidence of impact</p> <p>This is not an exhaustive list but one can be made available upon request.</p>	Eliminating Discrimination and Eliminating Harassment	Y	Promoting Equality of Opportunity	Promoting Good Relations and Positive Attitudes	Encouraging participation in Public Life	Take account of difference even if it involves treating some individuals more favourably*	
Disability	<p>A search undertaken on such 01/03/2013 indicated that there was no evidence of impact. The following organisations came to the same outcome Management of Extravasation of Cytotoxic Drugs in Children www.rcht.nhs.uk/DocumentsLibrary/.../PaediatricExtravasationPolicy.pdf - Cached Appendix 7.Initial Equality Impact Assessment Screening Form 21. Management of Extravasation of Cytotoxic Drugs in Children. Ratified: Review: 5 ...</p> <p>Management of Extravasation Policy - Greater Manchester and ... www.gmccn.nhs.uk/.../Managementofextravasationversion13finalreviewJune2014.pdf - Cached Equality. Impact. Assessment: Insert date EIA completed. Key points. • How to manage an ... Procedure for immediate management of peripheral extravasation. 8 ...</p> <p>NMC (2002) Standards for the Administration of Medicines</p>		Y					Y

	<p>NMC code of conduct (2008)</p> <p>The above organisations found no evidence of impact . This is not an exhaustive list but one can be made available upon request.</p>						
<p>Gender</p>	<p>A search undertaken on such 01/03/2013 indicated that there was no evidence of impact. The following organisations came to the same outcome</p> <p>Management of Extravasation of Cytotoxic Drugs in Children www.rcht.nhs.uk/DocumentsLibrary/.../PaediatricExtravasationPolicy.pdf - Cached</p> <p>Appendix 7.Initial Equality Impact Assessment Screening Form21. Management of Extravasation of Cytotoxic Drugs in Children. Ratified: Review: 5 ...</p> <p>Management of Extravasation Policy - Greater Manchester and ... www.gmccn.nhs.uk/.../Managementofextravasationversion13finalreviewJune2014.pdf - Cached</p> <p>Equality. Impact. Assessment: Insert date EIA completed. Key points. • How to manage an ... Procedure for immediate management of peripheral extravasation. 8 ...</p> <p>NMC code of conduct (2008)</p> <p>The above organisations found no evidence of impact . This is not an exhaustive list but one can be made available upon request.</p>						
<p>Sexual Orientation</p>	<p>A search undertaken on such 01/03/2013 indicated that there was no evidence of impact. The following organisations came to the same outcome .</p> <p>Management of Extravasation of Cytotoxic Drugs in Children www.rcht.nhs.uk/DocumentsLibrary/.../PaediatricExtravasationPolicy.pdf - Cached</p> <p>Appendix 7.Initial Equality Impact Assessment Screening Form21. Management of Extravasation of Cytotoxic Drugs in Children. Ratified: Review: 5 ...</p> <p>Management of Extravasation Policy - Greater Manchester and ... www.gmccn.nhs.uk/.../Managementofextravasationversion13finalreviewJune2014.pdf - Cached</p> <p>Equality. Impact. Assessment: Insert date EIA completed. Key points. • How to manage an ... Procedure for immediate</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>		

management of peripheral extravasation. 8 ...

[Equality and Impact Assessment Database - Birmingham Children's ...](#)
[83.138.172.49/.../HCCEqualityImpactAssessmentDatabase%20-%20version1.pdf - Cached](#)
 1 Nov 2011 ... **Equality Impact** Assessment Database. Dept ...
 Policy & **Procedures** for transfer of young recognise & **manage**
extravasation injuries ...

This is not an exhaustive list but one can be made available upon request.

Age

A search undertaken on such 01/03/2013 indicated that there was no evidence of impact. The following organisations came to the same outcome.

- **The management of intravenous infiltration injuries in infants and children** Treadwell, Terry; **Ostomy Wound Management**, 2012 Jul; 58 (7): 40-4.
- **A retrospective chart review of risk factors for extravasation among neonates receiving peripheral intravenous fluids.** McCullen KL; Pieper B; **Journal of Wound, Ostomy & Continence Nursing**, 2006 Mar-Apr; 33 (2): 133-9.

The following organisations found no evidence of impact . This is not an exhaustive list but one can be made available upon request

Religion or Belief

A search undertaken on such 01/03/2013 indicated that there was no evidence of impact. The following organisations came to the same outcome .

[Management of Extravasation of Cytotoxic Drugs in Children](#)

[www.rcht.nhs.uk/DocumentsLibrary/.../PaediatricExtravasationPolicy.pdf - Cached](#)
 Appendix 7.Initial **Equality Impact** Assessment Screening Form
21. **Management of Extravasation** of Cytotoxic Drugs in Children. Ratified: Review: 5 ...

[Management of Extravasation Policy - Greater Manchester and ...](#)

[www.gmccn.nhs.uk/.../Managementofextravasationversion13finalreviewJune2014.pdf - Cached](#)

Equality. Impact. Assessment: Insert date EIA completed. Key points. • **How to manage an ... Procedure** for immediate **management** of peripheral **extravasation**. 8 ...

	Y	Y	Y	Y		
	Y	Y	Y	Y		

[Equality and Impact Assessment Database - Birmingham Children's ...](#)
[83.138.172.49/.../HCCEqualityImpactAssessmentDatabase%20-%20version1.pdf - Cached](#)

1 Nov 2011 ... **Equality Impact** Assessment Database. Dept ...
 Policy & **Procedures** for transfer of young recognise & manage
extravasation injuries ...

The following organisations found no evidence of impact
 This is not an exhaustive list but one can be made available
 upon request.

Welsh
 Language

No evidence but we would make the policy available in
 Welsh if requested Also booklets re: risk of extravasation
 would be available in Welsh

	Y	Y	Y	Y		

People have a human right to: life; not to be tortured or treated in a degrading way to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion;.

Human Rights

This policy supports all the principles of the Human Rights Act but particularly the articles concerned with; not to be tortured or treated in an inhumane or degrading way; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion and to freedom of expression. It also takes account of the principles of the UN Convention on the Rights of the Child.

http://www.direct.gov.uk/en/Governmentcitizensandrights/Yourrightsandresponsibilities/DG_4002951

* This column relates only to Disability due to the specific requirement in the Equality Act to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	2	1	2
Disability	1	0	0
Gender	1	0	0
Sexual Orientation	1	0	0
Age	1	0	0
Religion or Belief	1	0	0
Welsh Language	2	0	0
Human Rights	1	0	0

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Procedure for Managing an Extravasation
Organisation:	Cardiff and Vale University Health Board (UHB)
Name: Title: Department:	Julie Broughton, Chemotherapy CNS for Children and Young People, Paediatric Oncology and Haematology
Summary of Assessment:	The Equality Impact Assessment undertaken, with the exception of race identifies there is no impact on the equality groups identified. The potential impact on race will require the team to look at education/training issues as identified in the action plan
Decision to Proceed to Part B Equality Impact Assessment	No. The overwhelming impact is no impact or low impact.

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?	Additional information to be added to current information leaflets	To ensure awareness	Patients	Chemotherapy CNS Organisation	September 2013
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?	Education for staff on skin colour by identifying potential issues relating to extravasation and skin colour.	Safety of patients	Patients	All staff who administer IV medication	Meeting individual needs

<p>3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.</p>	<p>No adverse impact identified</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>4. Describe any mitigating actions taken?</p>	<p>Not applicable</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>5. Provide details of any actions planned or taken to promote equality.</p>	<p>Continue to ensure all members of staff are fully aware of the risks and options available to them</p> <p>We have included an equality statement into the guideline that clearly states that the policy is</p>	<p>To promote equality Cardiff & Vale UHB want to be explicit about its commitment to the equality agenda/legislation.</p> <p>To ensure that are policies are accessible to all</p>	<p>All staff</p> <p>Patients will be primary benefit which will impact positively on their families and/or patients as applicable</p>	<p>Chemotherapy Nurse Specialists, Lead Pharmacists, Consultants/Senior Medics</p>	<p>Training will be provided on induction, during Medicines Management training, through the medium of the Chemotherapy Awareness Study Day and The Chemotherapy Administration Workshop.</p>

	<p>applicable to all as appropriate to individual, service area and organisational circumstances</p> <p>We would provide copies of the document in alternative formats, including Welsh if required as via appropriate and would meet patient request for interpreters, if required.</p>				<p>For review 2015 in line with The Policy on the Management of Parenteral Cytotoxic Chemotherapy. Already completed within the document</p> <p>There is no timescale as this will be responsive to individual need</p>
--	--	--	--	--	---

Date:	15/03/2013
Monitoring Arrangements:	<p>For monitoring/review in line with the above policy.</p> <p>Auditing extravasation injuries.</p> <p>Assessing staff yearly on their knowledge of extravasation, within their yearly chemotherapy assessment</p> <p>Cytotoxic meeting quarterly, reviewing any UHB extravasation issues.</p>
Review Date:	Review date 2016, in line with the above policy
Signature of all Parties:	<p><i>Julie Broughton</i> <i>Chemotherapy CMS for Children and Young People</i></p> <p><i>Sarah Rowland,</i> <i>Chemotherapy and IV Access CMS.</i></p>