

Retention of NHS Lothian Patient Group Direction documentation



Purpose of this procedure:

Good records management protects the interests and rights of patients, staff and members of the public who have dealings with NHS Lothian. Good records management will also help NHS Lothian operate in an efficient and effective manner and ensure that it is operating in accordance with relevant laws and regulations.

Documentation relating to Patient Group Directions (PGDs) within NHS Lothian includes the final authorised version of the PGD, staff authorisation records, individual clinical (supply/administration) records, and committee meeting papers.

The procedure covers the retention of both written and electronic records and documents relating to PGDs within NHS Lothian.

The Procedure

1.0 Clinical supply/administration records

The Records Management Code of Practice for Health and Social Care v4.0 published by the Digital Health and Care Division of the Scottish Government is a framework to support the consistent approach to, and effective management of data, information and records within NHS Scotland. [Records Management Code of Practice for Health and Social Care v4.0](#)

When recording the supply/administration of medicines under a PGD, healthcare practitioners must use NHS Lothian approved records or approved prescribing document / systems. All documentation in an individual's clinical record whether written or electronic must be retained for the same period as advised for patient records as specified in [Records Management Code of Practice for Health and Social Care v4.0](#)

Standard retention periods for certain specific record types as outlined in the above document are detailed below:

Health Record Type	Retention Trigger	Retention Period
Digital		
Adult secondary care health record	Date of death	3 years
Childrens secondary care health record	Date of birth	25 years <ul style="list-style-type: none"> Where there is ongoing care at the age of 16 the record should transition into an adult record in its entirety. This retention period is applicable to all patient health record systems used within NHS secondary care services, including specialty services.
Patient primary care (GP) health record	Date of death	10 years
Core – paper format		
Adult health record	Date of last entry or Date of death	6 years 3 years
Childrens health record	Date of birth	25 years <ul style="list-style-type: none"> Retention period applies whether the child is living or deceased and there is no ongoing care. Where there is ongoing care at the age of 16 the record should transition into an adult record in its entirety.
GP patient health record	Date of death	10 years

1.1 Clinical records relating to implants

Where the PGD is for an implant in an adult then all documentation in an individual's clinical record must be retained for the lifetime of the patient plus three years after death even if the device is removed. Examples of medical implants which may be administered under a PGD in a hospital or care setting include but are not limited to, contraceptive implants or drug eluting coils ⁽¹⁾.

2.0 Staff authorisation records

Staff authorisation records for 25 years after the expiry date of the PGD.

3.0 Superseded PGDs

Superseded board PGDs must be retained for a minimum of 25 years ⁽¹⁾.

4.0 Final Versions of PGDs

The main content of a PGD (i.e. an unauthorised final copy), which contains no individual identifiable information or staff authorisation records, should be retained for up to 20 years for purposes of business planning/continuity as reference for future PGD development ⁽²⁾.

5.0 Minutes and Meeting Papers of the PGD Committee

The NHS Lothian PGD Committee is a subcommittee of the NHS Lothian Area Drug and Therapeutic Committee and must retain permanent copies of master sets of meeting papers and minutes associated with the Committee ⁽¹⁾.

Associated materials/references:

1. [Records Management Code of Practice for Health and Social Care v4.0](#)
2. Specialist Pharmacy Service. "Retaining Legal Mechanism Documentation." SPS - Specialist Pharmacy Service, SPS, 10 June 2021, www.sps.nhs.uk/articles/retaining-legal-mechanism-documentation/
3. [Patient Group Directions Procedure](#)
4. [Procedure for Lead Registered Healthcare Practitioners and Service Managers using Patient Group Directions within their service](#)
5. [Procedure for registered healthcare practitioners working under Patient Group Directions](#)