**ST THOMAS ROAD SURGERY**

**PATIENT PARTICIPATION GROUP**

**MINUTES OF MEETING**

16th January 2014

**Present:** Dr Roberts. Nick Brown, Practice Manager. Jan Power, Chairman. Christine Gill, Secretary. Tony Lumb.

**Apologies:** Dr Wakefield, Graham Isherwood, Richard Taylor, Margaret Roberts, Michael Clayton, Anna Walters

The Minutes of the last meeting were read and approved

**Matters Arising**

1. There were no matters arising from the minutes.
2. The Care, Quality Control Inspection. DBS checks should be made prior to a person being employed by the Practice, not waiting until they have taken up a position.
3. A Copy of the Complaints Procedure was to be made available for inspection.
4. Christine had produced a template for a badge for PPG members to wear if they were talking to patients (officially) in the waiting room. This was accepted and would be produced for the next meeting.
5. The purchase of Paracetamol had been raised by Christine with Mr Chapman, the Pharmacist. He said that patients from the Practice who were regularly prescribed Paracetamol would be allowed to purchase up to 96 tablets for their own use provided that they normally collected their prescription from that Pharmacy. Christine designed a ‘credit card’ sized card stating that the person concerned was a patient from St. Thomas’ Road Surgery.

**Date and Time of the Next Meeting:** Thursday 20th March at 1.00 p.m.