CAS Alert – Practice Record

The NHS Central Alerting System (CAS) is a cascading system for issuing patient safety alerts, important public health messages and other safety critical information and guidance to the NHS and others.

This pro forma is to support practices in taking a structured approach to responding to alerts received and recording progress and actions taken. For further information see the related Standard Operating Procedure, [NHS England » Our National Patient Safety Alerts](https://www.england.nhs.uk/patient-safety/patient-safety-alerts/) and CQC – [GP mythbuster 91: Patient safety alerts.](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbuster-91-patient-safety-alerts)

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| CAS Alert Reference | CAS Alert Title | CAS Alert Issue date | CAS Alert deadline if applicable |
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| --- | --- | --- | --- |
|  | Signature | Time and Date | Comments (Including decisions taken and reasons) |
| CAS alert notification received by e-mail from MHRA  |  |  |  |
| CAS alert transferred to the CAS alert lead in the practice(name)\_\_\_\_\_\_\_\_\_ |  |  |  |
| The CAS alert lead, with clinical support where necessary, will determine what actions are required within the responsibility of the practice |  |  | Actions identified | Date completed |
| Inform relevant members of the practice about the alert |  |  | Who to inform: |
| Named individual responsible for ensuring actions are completed.  |  |  |  |
| Are there any medicines or devices described on the alert?If so, are these kept in stock in the practice or for use by practice employees? |  |  | Yes / NoYes / No |
| If necessary, have the medicines or devices been collected, and quarantined for returning to the manufacturer/wholesaler? |  |  | Yes / NoLocation stored:Date returned: |
| CAS alert completed and filed – requires sign off by CAS alert lead (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Retain records for the required length of time according to the NHS code of practice. (May vary depending on the nature of the alert and actions taken) |  |  | [Records Management Code of Practice 2021 - NHS Transformation Directorate (nhsx.nhs.uk)](https://www.nhsx.nhs.uk/information-governance/guidance/records-management-code/records-management-code-of-practice-2021/) |