



## Wiltshire & Swindon Local Drug Information System Panel Terms of Reference and out of hours protocol

### Background

The Wiltshire and Swindon Local Drug Information System (LDIS) panel is a multidisciplinary group of professionals brought together by their expertise in specific areas. The LDIS panel collectively coordinate responses to LDIS reports and drug alerts. This document is split into two sections (1) Panel Terms of Reference to set out how the LDIS panel will operate to ensure appropriate response to LDIS reports and (2) the out of hours LDIS protocol.

### 1. Panel Terms of Reference

#### Aim:

- To enable better information sharing between local professionals
- To enhance local recording of, and therefore intelligence and responses to, new and/or novel, potent, adulterated or contaminated drugs.
- To scrutinise and grade the evidence received on LDIS reports and to coordinate responses.
- To agree what information should be shared with the LDIS Professional Information Network (PIN) and provide a mechanism for the alerts to be distributed.

**Note:** The LDIS Professional Information Network is an open, online network of local relevant professionals who are likely to encounter new and/ or novel, potent, adulterated or contaminated drugs and/or the people who use them. Being a member of the network ensures receipt of LDIS updates, information and drug alerts. To become a member of the network please contact the relevant team:

**Wiltshire** – [LocalDrugInformationSystem@wiltshire.gov.uk](mailto:LocalDrugInformationSystem@wiltshire.gov.uk)

**Swindon** – [substancemisuseteam@swindon.gov.uk](mailto:substancemisuseteam@swindon.gov.uk)



### Panel membership:

The LDIS panel consists of professionals invited by the LDIS coordinator based on their specific expertise and/or knowledge. Professionals may be a member of both the LDIS panel and PIN. Depending on the nature of the LDIS report, the reporting professional and other agencies and services may be invited to attend the LDIS panel meeting. Core panel members include:

### Wiltshire

<b>Wiltshire Council Public Health-Substance Use Commissioning</b>		
Kelly Fry (LDIS Coordinator)	Public Health Principal	<a href="mailto:Kelly.fry@wiltshire.gov.uk">Kelly.fry@wiltshire.gov.uk</a>
Lizzie Shea	Public Health Specialist	<a href="mailto:Lizzie.shea@wiltshire.gov.uk">Lizzie.shea@wiltshire.gov.uk</a>
Florence Bennett	Public Health Project Officer	<a href="mailto:Florence.Bennett@wiltshire.gov.uk">Florence.Bennett@wiltshire.gov.uk</a>
<b>Wiltshire Council Public Health-Health Protection</b>		
Alice Marriott	Public Health Principal	<a href="mailto:Alice.Marriott@wiltshire.gov.uk">Alice.Marriott@wiltshire.gov.uk</a>
Emily Rowney	Public Health Specialist	<a href="mailto:Emily.rowney@wiltshire.gov.uk">Emily.rowney@wiltshire.gov.uk</a>
<b>Wiltshire Police</b>		
Megan Elkins	Wiltshire Police	<a href="mailto:megan.elkins@wiltshire.police.uk">megan.elkins@wiltshire.police.uk</a> <a href="mailto:247@wiltshire.police.uk">247@wiltshire.police.uk</a>
<b>South-West Ambulance Service Trust (SWAST)</b>		
Ellen Carter	BSW Safeguarding Specialist and Paramedic	<a href="mailto:swast.safeguarding@nhs.net">swast.safeguarding@nhs.net</a>
<b>Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board (ICB)</b>		
Liz Wiltshire	Designated Safeguarding Nurse	<a href="mailto:Elizabeth.wiltshire1@nhs.net">Elizabeth.wiltshire1@nhs.net</a> and <a href="mailto:bswicb.safeguarding@nhs.net">bswicb.safeguarding@nhs.net</a>
Divya Surendran	Deputy Designated Professional for All-Age Safeguarding	<a href="mailto:divya.surendran1@nhs.net">divya.surendran1@nhs.net</a>
<b>Connect-Substance use Service</b>		
Chris Franks	Senior Operations Manager	<a href="mailto:Chris.franks@turning-point.co.uk">Chris.franks@turning-point.co.uk</a>



Andy Jeronimidis	Operations Manager	<a href="mailto:Andy.jeronimidis@turning-point.co.uk">Andy.jeronimidis@turning-point.co.uk</a>
<b>Wiltshire Social Care</b>		
Michael Graham	Children's Support and Safeguarding service manager	<a href="mailto:Michael.Graham@wiltshire.gov.uk">Michael.Graham@wiltshire.gov.uk</a>
Dawn Langsford	Adult Social Care	<a href="mailto:Dawn.Langsford@wiltshire.gov.uk">Dawn.Langsford@wiltshire.gov.uk</a>

## Swindon

<b>Swindon Borough Council Public Health-Substance Use Commissioning</b>		
Richard Steptoe (LDIS Coordinator)	Public Health Principal	<a href="mailto:RSteptoe@swindon.gov.uk">RSteptoe@swindon.gov.uk</a>
Mussah Dube	Public Health Specialist	<a href="mailto:MDube@swindon.gov.uk">MDube@swindon.gov.uk</a>
Lydia Jordan	Public Health Practitioner	<a href="mailto:LJordan@swindon.gov.uk">LJordan@swindon.gov.uk</a>
<b>Swindon Borough Council Public Health-Health Protection</b>		
Kate Daniels	Public Health Specialist	<a href="mailto:KaDaniels@swindon.gov.uk">KaDaniels@swindon.gov.uk</a>
<b>Wiltshire Police</b>		
Megan Elkins	Wiltshire Police	<a href="mailto:megan.elkins@wiltshire.police.uk">megan.elkins@wiltshire.police.uk</a> <a href="mailto:247@wiltshire.police.uk">247@wiltshire.police.uk</a>
<b>South-West Ambulance Service Trust (SWAST)</b>		
Ellen Carter	BSW Safeguarding Specialist and Paramedic	<a href="mailto:swast.safeguarding@nhs.net">swast.safeguarding@nhs.net</a>
<b>Swindon Integrated Care Board</b>		
Wendy Johnson	Designated Safeguarding Nurse	<a href="mailto:wendy.johnson24@nhs.net">wendy.johnson24@nhs.net</a> and <a href="mailto:bswicb.safeguarding@nhs.net">bswicb.safeguarding@nhs.net</a>
Divya Surendran	Deputy Designated Professional for All-Age Safeguarding	<a href="mailto:divya.surendran1@nhs.net">divya.surendran1@nhs.net</a>
<b>Change, Grow, Live -Substance use Service</b>		
Lynn Taylor	Services Manager	<a href="mailto:lynn.taylor@cgl.org.uk">lynn.taylor@cgl.org.uk</a>
June Watson	Deputy Service Manager	<a href="mailto:june.watson@cgl.org.uk">june.watson@cgl.org.uk</a>



### Threshold for calling panel meetings:

The decision to call an LDIS panel meeting will be determined on a case-by-case basis and must be agreed with the LDIS coordinator. A panel would be recommended if there are multiple, related incidents reported within a short period of time or within a specific geographical location, if vulnerable population groups have been impacted, or in incidents of death or serious harm and risks could be mitigated using a partnership approach.

### Roles and responsibilities:

Panel members are expected to prioritise engagement in any urgent LDIS panel meetings that are called. These meetings may be called at short notice. If the named LDIS panel member is unable to attend a panel meeting, an appropriate alternative representative must be identified.

Panel members will be expected to attend LDIS panel meetings in order to:

1. Scrutinise and grade evidence contained within LDIS reports (as per national guidance)
2. Formulate appropriate coordinated responses to mitigate identified risks, this may include sharing information with the PIN, raising a formal drug alert, and informing regional and national teams of LDIS reports
3. Carry out agreed actions following panel meetings

The mechanisms for performing these tasks should be discussed with colleagues within your organisation. If the named member leaves their role, this should be communicated with the LDIS coordinator and an alternative representative identified.

The LDIS panel is also expected to support with annual reviews and evaluation of the LDIS process to ensure it is a high performing system.

### Confidentiality and information sharing:

All information shared through the LDIS panel or with the PIN should be anonymised so that patients or service users cannot be identified.

For information regarding how personal data is handled, please view the privacy notice available here:

Wiltshire - <https://www.wiltshire.gov.uk/article/1585/Privacy-notice>



Swindon -

[https://www.swindon.gov.uk/info/20028/open\\_data\\_and\\_transparency/912/privacy\\_notice/1](https://www.swindon.gov.uk/info/20028/open_data_and_transparency/912/privacy_notice/1)

### Information requests:

Queries relating to the LDIS process or panel discussions should be sent to the LDIS coordinator.

### Governance:

The LDIS process was established in 2023, is reviewed annually and is governed by the Combatting Drugs Partnerships for Wiltshire and Swindon.

### LDIS coordinator contact details:

Area	LDIS coordinator	Contact details
Wiltshire	Kelly Fry, Public Health Principal	<a href="mailto:LocalDrugInformationSystem@wiltshire.gov.uk">LocalDrugInformationSystem@wiltshire.gov.uk</a>
Swindon	Richard Steptoe, Public Health Principal	<a href="mailto:Substancemisuseteam@swindon.gov.uk">Substancemisuseteam@swindon.gov.uk</a>

## 2. Wiltshire & Swindon LDIS out of hours protocol

### Receiving intelligence

When an LDIS report is submitted outside of normal working hours (for example on weekends, weekdays 5pm-9am or on bank holidays), the report will automatically be diverted to the out of hours contact list (Appendices 1 and 2).



There is an expectation that managers within each of the out of hours organisations in the respective local authority areas take appropriate action to make any teams or staff aware of risks based on the information contained within the LDIS form. Harm reduction guidance information has been produced and can be shared by out of hours colleagues where appropriate (Appendix 3).

Communication to service users/ clients around specific incidents should only happen once the intelligence has been assessed and graded by the LDIS panel. Generic harm reduction advice should still be provided where appropriate (Appendix 3). The completed LDIS form should not be circulated with the wider LDIS distribution list until agreed by the LDIS panel.

An LDIS panel will **not** be convened to assess and grade the intelligence out of hours, **however if the matter is deemed urgent by either Wiltshire Police, Salisbury Foundation Trust or Great Western Hospital or South-West Ambulance Service Foundation Trust and cannot wait until in hours, agencies may initiate the Op Link process using their organisations mechanisms.**

If the matter is not deemed to be urgent, no further action is required from out of hours colleagues. If necessary, the Wiltshire Public Health team or the Swindon Borough Council Public Health team will convene an LDIS panel as soon as possible during working hours to review the intelligence, assess the situation, and determine whether any further action is needed.

## Appendices

### Appendix 1 – Out of Hours contacts (Wiltshire)

Organisation	Email address	Contact number
		<b>*Please call the below numbers to notify the out of hours teams that an alert has been sent via email</b>
Public Health	<a href="mailto:publichealth@wiltshire.gov.uk">publichealth@wiltshire.gov.uk</a>	01225 716 698



Integrated Care Board (ICB)	<a href="mailto:bswicb.oncall@nhs.net">bswicb.oncall@nhs.net</a>	0333 043 8663
Emergency Duty Service (CYP)	<a href="mailto:childrenooh@wiltshire.gov.uk">childrenooh@wiltshire.gov.uk</a>	0300 456 0115
Emergency Duty Service (Adults)	<a href="mailto:EDSAdults@wiltshire.gov.uk">EDSAdults@wiltshire.gov.uk</a>	0300 456 0100
Wiltshire Police	<a href="mailto:247@wiltshire.police.uk">247@wiltshire.police.uk</a>	
Sout West Ambulance Service Trust (SWAST)	<a href="mailto:swast.safeguarding@nhs.net">swast.safeguarding@nhs.net</a>	

## Appendix 2 – Out of Hours contacts (Swindon)

Organisation	Email address	Contact number <b>*Please call the below numbers to notify the out of hours teams that an alert has been sent via email</b>
SBC Control Room	<a href="mailto:CCTVSecurity@swindon.gov.uk">CCTVSecurity@swindon.gov.uk</a>	01793 464701 07919 111520
Wiltshire Police	<a href="mailto:247@wiltshire.police.uk">247@wiltshire.police.uk</a>	

## Appendix 3 – Harm Reduction

The below sections provide a range of harm reduction advice and information which can be shared with staff who may come into contact with individuals who use substances in order to mitigate the risk of drug related harm. Posters should be displayed by services in common areas wherever possible.

### 1. Generic Harm Reduction Advice:

**If someone is unresponsive, act fast: Call 999 immediately, place them in the recovery position, and stay with them.**

- **Try not to use at all** – the safest option is not to take the substance.
- **If you are going to use:**
  - **Avoid using alone** – stay with someone you trust.
  - **Start low, go slow** – take a very small amount first.
  - **Do not mix substances** – especially avoid mixing drugs with alcohol or other unknown substances.
  - **Stay hydrated and eat regularly** – this helps reduce additional health risks



- **Keep an eye on your friends** – make sure someone knows where you are and make sure you know where your friends are. Go out together and come home together!
- **Tell staff** – if you're out and start to feel unwell, or a friend does, tell a staff member immediately.
- **Seek help** - if you feel unwell or unsafe.
- **Dependent drinkers, don't stop!** – if someone is dependent on alcohol, or you think they may be, do not stop drinking suddenly. If you are concerned someone may be going into alcohol withdrawals, call 999 immediately.
- **Testing strips-** Nitazene testing strips are rapid lateral flow immunoassays used to detect the presence of potent synthetic opioids in drug samples. Test strips are valuable harm reduction tools but are not always as accurate as laboratory grade checking, so should be used alongside other harm reduction methods. Nitazene testing strips can be collected from [CGL Swindon](#).
- **Naloxone-** Naloxone is a life-saving medication that rapidly reverses opioid overdoses (from heroin, fentanyl, morphine, etc.) by blocking opioid receptors in the brain. As an opioid antagonist, it restores breathing within minutes. It is administered via nasal spray or intramuscular injection. It causes no harm if given to a person not on opioids but may trigger immediate withdrawal symptoms. You can collect naloxone from [CGL Swindon](#) and a selected number of pharmacies in Swindon;
  - Ashington Way Pharmacy, Ashington Way, Westlea, Swindon SN5 7XT
  - Allied Park South, 1 Royston Rd, Swindon SN3 2GD
  - Swindon Pharmacy, Hawthorn Medical Centre, Gorse Hill, Swindon SN2 1UU
  - Rodbourne Pharmacy, 167 Rodbourne Rd, Rodbourne, Swindon SN2 2AY
- **How to use Nasal Naloxone:** Nyxoid, which comes as a nasal spray. You spray this type of naloxone into a person's nostril.

[How to use Nyxoid - leaflet](#)

[How to use Nyxoid - video](#)

- **How to use Injectable Naloxone:** Prenoxad, which comes as a pre-filled syringe. You inject this type of naloxone into a person's leg, or muscle through their clothes if you need to.

[How to use Prenoxad - leaflet](#)

[How to use Prenoxad - videos](#)



## 2. Signs of an overdose

**If someone is unresponsive, act fast: Call 999 immediately, place them in the recovery position, and stay with them.**

### **Opioids (e.g., heroin, methadone, fentanyl):**

- Slow or no breathing
- Blue or grey lips/fingertips
- Pinpoint pupils
- Unconsciousness
- Snoring or gurgling sounds

Risk increases if mixed with alcohol or Benzodiazepines

### **Stimulants (e.g., cocaine, amphetamines):**

- Chest pain
- Seizures
- Extreme agitation or paranoia
- Overheating, sweating
- Confusion, rapid heartbeat

### **Benzodiazepines (e.g., diazepam, alprazolam):**

- Severe drowsiness
- Poor coordination
- Slurred speech
- Shallow breathing

Risk increases if mixed with alcohol or opioids

### **Synthetic Cannabinoids (e.g., “Spice”):**

- Severe anxiety or paranoia
- Vomiting
- Seizures
- Irregular heartbeat

## 3. Substances information.

You can find further information relating to substances at the [Talk to Frank](#) website.

4. Generic staying alive harm reduction poster

# USING DRUGS?

To reduce your risk of an overdose, please take **extra precautions** when using any type of drug

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**Drugs are changing**  **Overdoses are rising**

 **Assume it's something else**  
Any drug could be something else

 **Reduce risk of OD**  
Test dose  
Go low and slow  
Stagger dosing among your mates

 **Make a rescue plan**  
How would anyone know if I overdosed? How would anyone find me?  
Carry Naloxone

YOU are important

Brought to you by

    