

<b>Title: Instructions for Collecting Samples for Chain of Evidence Toxicology Analysis in Hospital Patients</b>	Revision 4
<i>Master copy of this instruction resides on Q-Pulse.</i>	

## Instructions for Collecting Samples for Chain of Evidence Toxicology Analysis in Hospital Patients

A nurse or doctor (the collector) must follow the instructions below when collecting samples for toxicology analysis which require documented chain of evidence (this includes all pediatric samples which could potentially involve child safeguarding). Once collected all samples must remain in the custody of an appropriate medical professional at all times and the Chain of Evidence (CoE) form must be completed as evidence of this process. The form should be completed and attached to the standard biochemistry request form.

Forms can be found on <https://pathology.uhsussex.nhs.uk/pug/biochemistry-immunology/requests-and-results> under the 'Drug Testing' section.

1. **Fill in patient and sample details on the CoE form (LIA-BTX-COEFORMHP)**, ensuring all sections are completed fully.
2. If appropriate, **the requesting clinician should obtain consent from the donor (or the next of kin) for the required analysis**. This should be documented within the medical notes. Please indicate in the tick box on the CoE form if consent has been obtained. In the rare occasion that consent has not been obtained (e.g. suspected fabricated/ induced illness in children (FII)) please indicate this on the form.
3. Urine - a supervised collection should be performed. Watch the patient pass urine into a new, clean, disposable container. **Pour the urine into two separate, labeled plain 20 mL containers** (patient name, date of birth and hospital/ NHS number).
4. Blood - if blood analysis is also required (if acute overdose is suspected) **collect two blood samples** into labeled collection tubes (non-gel separator serum) (patient name, date of birth and hospital/ NHS number).
5. **Seal the around the lid of all samples** (e.g. using surgical or masking tape) to create a tamper-proof evidence seal. **Sign along the tape seal**. If consent has been sought request the patient/ next of kin to also sign on the tape seal.
6. During routine working hours - **Contact the toxicology laboratory** to inform them that a chain of evidence sample will be brought to the laboratory. Transport the samples directly to the laboratory, ensuring the CoE form is completed appropriately. Pass custody of the sample to a designated member of staff from toxicology.
7. Outside of working hours - sample must be stored in a secure fridge (either lockable or in an area with swipe card restricted access, for pediatric samples from RACH use the fridge located in the PICU area of HDU on level 8) until the next working day, and the CoE form completed to reflect this.

### LABORATORY CONTACTS

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