**Donation Form**To be completed by the Donation Lead to ensure appropriate arrangements have been put in place when considering the acceptance of a non-monetary gift or donation.

**Donated Item** (please be specific eg “NEY 225 Clear Lens Safety Goggles”)**:**

**Donated by** (include contact name and number if known)**:**

**Donation Date:**

**Donation Quantity:**

**Monetary value of the donation** (if known)**:**

**Safety Code/Kite Mark** (if known)**:**

|  |  |  |
| --- | --- | --- |
|  | **Yes/ No** | **Action taken/comments** |
| Are there clearly identified places where gifts/ donations can be received? |  |  |
| Are there procedures in place to distinguish between ordered goods and donated goods? |  |  |
| Do the staff receiving gifts/ donations understand that it must be freely given with nothing expected in return? |  |  |
| Is there a clear mechanism for documenting the receipt of a gift/ donation? |  |  |
| Can gifts/ donations for individuals be identified? |  |  |
| Has it been agreed whether gifts/ donations are being accepted by the NHS body or the NHS charity? |  |  |
| Are there clear criteria for the fair distribution of goods, particularly those that are perishable? |  |  |
| Are items such as vouchers that cannot be used during the pandemic being stored securely for later distribution? |  |  |
| Is there a secure storage area for gifts and donations that await distribution? |  |  |
| Is there a mechanism for reviewing the usefulness and safety of donations of equipment? |  |  |
| Can the staff receiving gifts/ donations refuse to take them if they have conditions attached or are not fit for purpose? |  |  |
| Have the gifts/donation been approved by CERG, Infection Control and or Health and Safety Team (please specify in the comments box where appropriate)? |  |  |
| Are there any risk considerations associated with the item? Would use of the item deviate from any national guidelines? |  |  |
| Are there any Marketing and Communication considerations for acceptance of the item? |  |  |

**Outcome:**

**Can Donation be accepted? Yes / No**

**Comments:**

**Authorised signatory (Donation Lead):**

**Date:**

Once this form is completed please email a copy to [Lisa.davies14@nhs.net](mailto:Lisa.davies14@nhs.net) so that the donation can be logged on the PPE Donation Log. Lisa Davies will then inform the Trust Sectary of the approved donation.