HM Prison & Probation Service

Probation Service

Person in AP Name	Stephen PROCTOR
Approved Premises	Elm Bank
Date of Death	16/01/2026
Date of Action Plan	21/07/2026

Rec No	Recommendation	Accepted / Not accepted	Response Action Taken / Planned	Responsible Owner and Organisation	Target Date for completion
1	The manager of Elm Bank should ensure that staff make all reasonable efforts to establish whether residents have received prison discharge medication and should record and alert all AP staff of the potential dangers of overdose associated with the medication in question.	Accepted	I have reviewed the process of contact with prison health care pre/post release – the first action undertaken is that pre-release KWs will request consent to share info with healthcare through OM in custody and the outcome of permission given or not given is recorded on Delius. On the day of arrival RWs will check pre-release paperwork and request from resident their discharge healthcare report to establish if new resident is on medication or not - This report provides evidence of medication on release and any healthcare conditions (upload to Delius and add entry if received or not.) If residents arrive with no healthcare report. RWs to check with prison if the resident released with medication or not and record on Delius. This has been discussed in Team Meeting with all staff and followed up by an email. APM to record on day of arrival checks completed with health care as part of management oversight entry. APAM has raised this with the Probation Health and Justice Leads as an example of some of the issues regarding communication between prisons and APs upon new arrivals.	AP Manager	04/08/26