

**Action Plan- Salah Nasif HMP Whitemoor
Self –Inflicted 28/08/2016**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should ensure important elements of medical assessments, such as those concerning the risk of suicide and self-harm are recorded in the patient's contemporaneous clinical record in keeping with the GMC's Good Medical Practice.	Accepted	The Head of Healthcare will deliver a verbal briefing to all nursing staff during April 2017, making reference to GMC's Good Medical Practice, outlining the need to document all relevant sections of medical assessments on SystemOne contemporaneously, including those relating to suicide and self-harm. This briefing will be backed up by an email to all relevant staff.	Head of Healthcare April 2017
2	The Governor and Head of Healthcare should deliver a training programme for all clinical staff members to ensure they are aware of GRASP and when it should be used.	Accepted	A full briefing regarding the GRASP system and individual responsibilities within this will be delivered to clinical staff by the Safer Custody team at face to face briefings during April 2017.	Safer Custody April 2017
3	<p>The Governor should ensure that:</p> <ul style="list-style-type: none"> ▪ East of England Ambulance Service and HMP Whitemoor have a protocol in place agreeing what initial clinical information is required before despatching an ambulance (and the need for urgency in emergency situations); ▪ all prison staff understand their responsibilities during medical emergencies and that cell numbers and location are given at the 	Accepted	<p>A revised Memorandum of Understanding (MoU) between the East of England Ambulance Service and HMP Whitemoor is currently in draft form, following changes to the structure of the Ambulance Service. This MoU will outline the minimum information which must be provided, and reinforce the need for urgency in terms of preservation of life. This will be formally agreed by the end of April 2017.</p> <p>All staff will be reminded of the emergency response codes in place and the circumstances in which these should be used in a life-threatening situation. This information will be communicated via staff information notice during April</p>	<p>Safer Custody/Operations April 2017</p> <p>Safer Custody All Functional Heads April 2017</p>

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	<p>time of the emergency code;</p> <ul style="list-style-type: none"> ▪ the control room calls an ambulance immediately an emergency code is called; ▪ there are no unnecessary delays in ambulances reaching prisoners 		<p>2017, and covered by wing managers at staff daily briefings.</p> <p>This notice will be communicated to the emergency control room (ECR) staff by the ECR Custodial Manager and will include the responsibility to call an ambulance immediately at the point an emergency response code is called.</p>	
4	<p>The Governor should ensure that:</p> <ul style="list-style-type: none"> ▪ annual updates of next of kin details including name, telephone numbers and addresses are requested from prisoners and noted in their NOMIS prison record; ▪ In line with Prison Rule 22, when a prisoner dies, his next of kin are informed as soon as possible. 		<p>Personal officers will check next of kin (NOK) details with prisoners annually from March 2017 and this will be updated on PNOMIS by the Safer Custody team. Until these details are updated on PNOMIS a hard copy will be held by the emergency control room for use in emergency situations.</p> <p>A prisoner information notice will be issued outlining their responsibility to alert staff to any changes in their NOK details.</p> <p>NOK details for all new receptions to Whitemoor will be checked by induction staff and PNOMIS will be updated along with an associated case note.</p> <p>The Head of Safer Custody will deliver a briefing by end of April 2017 to all Duty Governors to ensure their understanding that contact with the NOK must be made as soon as possible, and wherever possible in person, following the death of a prisoner.</p>	<p>Safer Custody/ Residence April 2017</p>

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5	The Governor should ensure that when conducting roll counts or unlocking or locking a cell door, staff check that prisoners are safe and that there are no immediate issues that need attention.		A local notice to staff was issued in March 2017 outlining that, in line with PSI75/11, all staff must assure themselves of the wellbeing of the occupant when unlocking a cell or carrying out a check of any kind. This was also reiterated to staff via daily residential briefings in March 2017.	Safer Custody/Residence Completed