

**Action Plan- Paul Jarvis at HMP Stoke Heath on 15/12/2016**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor and Head of Healthcare should ensure that when a prisoner is suspected of having taken a psychoactive substance or other drug, there is clear communication between healthcare and officers about follow up monitoring, checking and recording of the prisoner's wellbeing.	Accepted	All staff will be reminded in October 2017 via a staff notice that when a prisoner is suspected of having taken a psychoactive substance or other drug, there must be clear communication between healthcare and officers about follow up monitoring, checking and recording of the prisoner's wellbeing. .A new process will be introduced in October 2017, whereby the nurse who has examined the prisoner will, in addition to giving verbal instructions, record in the wing observation book the frequency of checks made on the prisoner's well-being. All healthcare staff will be further briefed on this process by the Head of Healthcare by October 2017 to ensure compliance.	Governor Head of Healthcare Completed.
2	The Governor should review the drug reduction strategy to help reduce further the supply of and demand for new psychoactive substances, to ensure that staff are vigilant to signs of its use, and to emphasise the risks from the trade of prescribed medication	Accepted	<p>The Drug Reduction strategy was reviewed in September 2017 and will be published in November 2017. The updated Drug Reduction strategy will include additional measures to reduce availability and demand for psychoactive substances. It will include a reminder to staff of what to look for in property when a prisoner arrives in custody, and that prisoners' mail must be photocopied for hot spot areas identified through security intelligence to prevent the ingress of liquid psychoactive substances through the mail.</p> <p>The updated Drug Reduction strategy will also provide information to staff to improve their understanding of how to notice the signs of psychoactive substance misuse and how to give advice to prisoners about the risks involved in drug use and the dangers of mixing it with prescribed medication. The Head of Reducing Reoffending will arrange for leaflets and drug awareness posters to be displayed in key areas of the prison for prisoners about the dangers of substance misuse by November 2017. A notice to prisoners will also be issued in November 2017 about the risks involved in the use of psychoactive substances and from the trade of prescribed medication.</p>	Governor Head of Reducing Reoffending Head of Security November 2017
3	The Governor should ensure	Accepted	The Governor will issue a notice to prisoners in October 2017, and annually	Head of

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	that annual updates of next of kin details including name, telephone numbers and addresses are requested from prisoners and noted in their NOMIS prison record		thereafter asking them to update their next of kin details. The updated details of the prisoners will be put on P-NOMIS so all staff are aware of them. This will be in addition to the checks done in reception when a prisoner arrives and is asked for their next of kin details. This recommendation will be closely monitored by the Head of the Offender Management Unit.	Offender Management October 2017