

**Action Plan – Peter Sharpe. HMP Lindholme. Self- Inflicted. 17/04/2016**

<b>No</b>	<b>Recommendation</b>	<b>Accepted/Not Accepted</b>	<b>Response</b>	<b>Target date for completion and function responsible</b>
1	<p>The Governor of Hull should produce clear local guidance about procedures for identifying prisoners at risk of suicide and self-harm and for managing and supporting them on arrival. In particular, this should ensure that reception and first night staff:</p> <ul style="list-style-type: none"> <li>▪ Have a clear understanding of their responsibilities and the need to share all relevant information about risk;</li> <li>▪ Consider and record all the known risk factors of a newly-arrived prisoner when determining their risk of suicide or self-harm, including information from Person Escort Record forms (PER) and other sources;</li> <li>▪ Open an ACCT whenever a prisoner has recently self-harmed or expressed suicidal intent.</li> </ul>	Accepted	<p>“Speed training” is now being delivered (20 minute awareness sessions) to the wider staffing groups regarding the risk and triggers during the early days and weeks which may influence the opening of an ACCT. This includes looking at all escorting paperwork such as the SASH and PER’s</p> <p>61 prison staff have undertaken this speed training to date. In addition to this, 39 First Night and Reception staff have been refreshed in CSRA training.</p> <p>Further local guidance will be provided to staff in the form of a document which will support staff in assessing risk, and a Governor’s Order clearly outlining the procedures.</p> <p>A checklist will be introduced to healthcare and reception staff in January which will act as a reminder of the questions that should be asked during the reception process to identify and manage the risk of self harm. This includes asking if they have recently self harmed or have suicidal intentions and directs them to open an ACCT.</p>	<p>Head of Residence and Safety</p> <p>January 2016</p>
2	<p>The Heads of Healthcare at HMP Hull and HMP Lindholme should review the process for the prescribing and dispensing of medicines to ensure there are no delays in prisoners receiving their medication, supported by an accurate audit trail.</p>	Accepted	<p>The processes at HMP Hull have been reviewed and staff have revisited the pathway for prescribing and dispensing of medication.</p> <p>There is now a clear process for medication being taken to reception for those prisoners on transfer who have supervised medication or in possession weekly pick up medication and this has been discussed in clinical meetings. In addition to this</p>	<p>Head of Healthcare</p> <p>Completed</p>

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			<p>SystemOne now has tick boxes following transfer which confirms the handover process.</p> <p>A senior staff nurse now completes daily checks to ensure medication, transfer summary documentation and PER forms are completed correctly and that the reception nurse has handed over to escorting staff fully.</p> <p>A review was at HMP Lindholme in November, the outcomes and recommended actions of which are being considered, and the required changes to the process will be made.</p> <p>The agreed changes will be communicated via clinical team meetings which are minuted.</p>	<p align="center">Head of Healthcare  January 2017</p>
3	<p>The Head of Healthcare at HMP Hull should ensure all practitioners maintain medical records, in accordance with national medical practice and code of conduct, and that all documentation is completed accurately.</p>	Accepted	<p>Nurses follow THE CODE (the professional standards that nurses and midwives must uphold in order to be registered to practise in the UK). Defensible documentation has been discussed and training has been organised with the Community Home Care Provider (CHCP) staff. This will be a rolling programme of training.</p> <p>A CHCP Clinical trainer will come into the prison to train and update clinical staff on defensible documentation between December 2016 and January-2017</p> <p>The reception nurse now completes all PERs and documentation the day prior to transfer of a prisoner so essential healthcare information can be completed accurately. The reception nurse on the day of transfer will add any additional information following assessment prior to release and add the medication that is being transferred with the prisoner. The nurse has SystemOne available</p>	<p align="center">January 2017  Head of Healthcare</p>

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			<p>at the point of assessment so can record the information immediately.</p> <p>The Senior Staff Nurse reviews the documentation as part of their daily checks.</p>	
4	<p>The Governors of Hull and Lindholme should ensure there are effective supply and demand reduction strategies to help eradicate the availability of new psychoactive substances, and that staff are vigilant to signs of its use and know how to respond when a prisoner appears to be under the influence of such substances</p>	Accepted	<p>HMP Hull have a monthly Substance Misuse Strategy meeting, during which strategic actions are implemented and reviewed to track the supply and demand of psychoactive substances (PS).</p> <p>In terms of tracking supply, additional detection has been introduced, in in conjunction with the Yorkshire Area Search Team (YAST) who are present during key reception periods. There has also been a significant increase in intelligence-led searching to seize psychoactive substances and the copying of prisoner’s mail if there is an indication they may have PS-infused letters coming into the prison.</p> <p>The duty Orderly Officer routinely carries a body worn video camera (BWVC) so if called to an incident they can record the prisoner’s behaviour (for evidential and learning purposes). 42 additional BWVCs will be made available when users have completed the national five minute intervention (FMI) training programme. If there are any concerns, healthcare will are called to assess the prisoner.</p> <p>To tackle demand “zero tolerance” reviews have been introduced, led by the substance misuse partner Lifeline. It has been agreed to make adjudications around the use of substances more rehabilitative through encouraging men to engage with the substance misuse service and a specific psychoactive substances awareness programme.</p>	<p>Completed</p> <p>Head of Reducing Re-Offending</p>

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			<p>HMP Lindholme have a Substance Misuse strategy document in place and this includes specific sections on New Psychoactive Substances (NPS) supply and reduction approaches. In addition HMP Lindholme has implemented a specific NPS protocol for all staff to follow which was published in February 2016.</p> <p>These policies will be re-issued and a Notice to Staff will be published, outlining staff responsibilities in relation to the identification and response to incidents where prisoners appear to be under the influence of these substances.</p> <p>Mandatory Drug Testing (MDT) has now been introduced at HMP Lindholme to test for these substances, this includes the testing of individuals who are suspected of using NPS. An NPS awareness week aimed at informing both prisoners and staff was carried out on the week commencing 29<sup>th</sup> February 2016, and this will be repeated in February 2017.</p>	<p>February 2017</p> <p>Reducing Reoffending</p>
5	<p>The Governor of Lindholme should ensure that all prison staff are made aware of and understand PSI 03/2013 Medical Emergency Response Codes, and their responsibilities during medical emergencies which:</p> <ul style="list-style-type: none"> <li>▪ Ensures staff immediately call for an emergency ambulance when a medical emergency code is used;</li> <li>▪ Ensures that an emergency response protocol is in place with the ambulance service;</li> <li>▪ Ensures that all emergency equipment, including radios, is in good working order.</li> </ul>		<p>A notice to staff entitled Emergency Response codes was issued to all staff at HMP Lindholme on 9<sup>th</sup> May 2016. This document outlines to staff their responsibilities under Prison Service Instruction 03/2013. This notice was followed up with a training session to all staff during a staff meeting on the 15<sup>th</sup> November 2016.</p> <p>Control room staff have been briefed in relation to the use of response codes and the necessity to call emergency ambulance support immediately when these codes are used.</p>	<p>Complete</p> <p>February 2017</p>

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			<p>An emergency response code reminder card, outlining the ambulance service 'SEND' protocol, will be issued to all staff in a format that can be stored in the staff ID card holders.</p> <p>A system is in place to ensure that emergency equipment and radios are checked for serviceability regularly. Defibrillators are checked every month by the Physical Education Officers and a schedule detailing when pads and batteries were replaced is kept.</p> <p>Each member of staff who draws a radio is responsible for completing a radio test call on commencing duty.</p>	<p>Head of Operations</p>
6	<p>The Governor of Lindholme should ensure that all relevant mandatory actions in PSI 64/2011 Management of prisons at risk of harm to self, to others and from others (Safer Custody) are completed after a prisoner's death.</p>		<p>All staff will be required to complete full statements following a death in Custody. This requirement has been included on the Death in Custody contingency action plan.</p>	<p>Completed Head of Operations</p>