

Action Plan- Frank Baldwick. HMP Manchester. NC. 30/10/2016

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor and the Head of Healthcare should ensure that prison and healthcare staff communicate effectively with each other and outside agencies to ensure that prisoners' appointments are not missed, and diagnoses are properly recorded and acted upon.	Accepted	<p>The Healthcare admin team send all appointments to the prison externals department, who deal with escorts, and these are prioritised depending on their urgency. The externals department are resourced to facilitate four hospital escorts a day, two in the morning and two in the afternoon.</p> <p>Where information is received from outside sources or agencies, this is reviewed by the GP for actions required, and is scanned into the clinical record.</p>	Completed Head of Healthcare Head of Operations
2	The Head of Healthcare should ensure that healthcare staff properly record all important information about prisoners' care and appointments in line with Nursing and Midwifery Guidelines	Accepted	The Head of Healthcare sent a reminder to all medical and nursing staff in March 2017 regarding record keeping and the importance of recording all information regarding prisoner care and appointments.	Completed Head of Healthcare
3	The Governor should ensure that notices are posted to inform staff and prisoners about the death of a prisoner, and that all staff involved are offered effective support.	Accepted	<p>The Head of Safety and Equality will remind all managers by email of the requirement to issue notices to both staff and prisoners following the death of a prisoner to ensure they are aware of the support available to them, and how to access this.</p> <p>The Safer Custody manager has reviewed the actions required checklist following a death in custody that is completed by the Safer Custody co coordinator to include that all staff involved in a death in custody are offered effective support.</p>	June 2017 Head of Safety and Equality