

**Action Plan - Steven Wilkins at HMP Littlehey on 04/04/2016**

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should ensure that staff manage COPD in line with national guidance, to include regular respiratory assessment.	Accepted	The Head of Healthcare will remind all healthcare staff that they must manage COPD in line with national guidance, to include regular respiratory assessment. To ensure early diagnosis, spirometry is the clinical tool that is used, by which COPD is diagnosed. This recommendation will be closely monitored by the Head of Healthcare	Head of Healthcare GP Senior Nurse 31/10/16
2	The Head of Healthcare should ensure that staff clarify information on hospital discharge summaries when it is not clear, so that there is good continuity of care.	Accepted	All Healthcare staff will be reminded at a business meeting and a 'Time to Learn' session that that they should clarify information on hospital discharge summaries if they are unclear. This will ensure good continuity of care.	Head of Healthcare GP 30/09/16
3	The Head of Healthcare at HMP Littlehey should ensure that all urgent referrals are sent within 24 hours.	Accepted	The Head of Healthcare will ensure that all urgent referrals about patients are sent within 24 hours. All staff were reminded about the standard operating procedure for making urgent GP referrals in July 2016. This recommendation will be closely monitored by the Head of Healthcare.	Head of Healthcare Completed
4	The Governor and Head of Healthcare should ensure that all staff undertaking risk assessments for prisoners taken to hospital understand the legal position and that assessments fully take into account the health of a prisoner and are based on the actual risk the prisoner presents at the time and are reviewed when the prisoner's condition deteriorates.	Accepted	The local risk assessment document reflects the requirements contained in the standard risk assessment form within the National Security Framework. The standard operating procedure will be amended to require that assessments are fully reflective of the health of a prisoner. This will enable the authorising Governor to make an appropriate risk assessment on the basis of the information provided.  The Senior Management Team have been briefed on the requirement for the risk assessment to reflect the risk that a prisoner poses at the time based on his	Governor Head of Healthcare Head of Security 31/10/16

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	Families should also be given appropriate privacy with a prisoner in the final hours of life.		<p>medical presentation and reminded to ask for further information from the healthcare team where necessary.</p> <p>Complex clinical cases with longer term implications will now be subject to case management planning by the Senior Management Team, including Healthcare.</p> <p>Appropriate privacy will be given to families of a prisoner in the final hours of life, and as and when the situation necessitates. HMP Littlehey is working closely with St John's Hospice and a joint working protocol has been agreed.</p>	
5	The Governor should ensure that an appropriate member of staff is appointed to engage with the prisoner and his family when a prisoner is diagnosed with a terminal or serious illness in line with Prison Service Instructions.	Accepted	The Governor will ensure that the Head of Safer Custody or their nominated representative is informed when a prisoner is diagnosed as being terminally ill. The nominated Healthcare representative will ensure that the prisoner has given consent for disclosure. At this point a Family Liaison Officer will be appointed to engage with the prisoner and his family. The Governor will issue a notice to staff about this in September 2016.	Head of Safer Custody and Head of Healthcare. 30/09/16