

**Action Plan - Basil Gant at HMYOI Norwich on 21/05/2016**

<b>No</b>	<b>Recommendation</b>	<b>Accepted/Not Accepted</b>	<b>Response</b>	<b>Target date for completion and function responsible</b>
1	The Head of Healthcare should ensure that staff fully and accurately record information about a prisoner's condition so prison staff can make informed decisions about the appropriate level of restraints.	Accepted	<p>All healthcare staff were reminded in a staff meeting in October 2016 that they must fully and accurately record information about a prisoner's medical condition to support prison managers in making informed decisions about the appropriate level of restraints to be used.</p> <p>This recommendation will be closely monitored by the Head of Operations and Head of Healthcare.</p>	Head of Healthcare Head of Operations Completed
2	The Governor should ensure that managers understand the legal position and follow Prison Service guidance when authorising restraints for prisoners taken to hospital and that risk assessments are based on the actual risk the prisoner presents at the time.	Accepted	<p>All managers involved in the risk assessment process were reminded at a staff meeting in October 2016 of the need to fully consider the health and security risks for prisoners taken to hospital.</p> <p>The briefing addressed the need for full consideration by managers regarding the use of restraints on terminally ill prisoners. It incorporated the requirement on prison staff to fully consider the medical condition of the prisoner alongside their risk of escape and risk to the public during the risk assessment process.</p> <p>Restraint decisions will be reviewed every 24 hours by a manager attending the hospital to ensure levels of risk are regularly reassessed in light of the condition of the prisoner.</p>	Governor Completed
3	The Head of Healthcare should ensure that staff inform prisoners if they are required to fast before appointments and record in the medical record when they have done so.	Accepted	Healthcare staff were reminded verbally in October 2016 to inform prisoners if they are required to fast before appointments. All healthcare staff were also reminded through a staff briefing in October 2016 about the importance of documenting if a prisoner will be required to fast before an appointment and to record this on SystmOne (patient electronic records), which will be accessible to all healthcare staff. A read code is now used on SystmOne for recording prisoners who are nil by mouth, which will be audited by the Head of Healthcare.	Head of Healthcare Completed