

Action Plan - Trevor Howell HMP & YOI Norwich NC 13/08/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should ensure that staff understand when to contact an independent mental capacity advocate.	Accepted	HMP Norwich holds regular monthly Gold Standard Framework (GSF) meetings to discuss all prisoners concerned in line with NHS guidelines. The local Independent Mental Capacity Advocate (IMCA) team have been approached and are prepared to participate in the GSF meetings. They are to be invited to these meetings as of February 2018. Mental capacity of prisoners is therefore discussed at the GSF meetings, any concerns will be directly raised with the IMCA team for their future input and they can then advise and offer advocacy. Any referrals will then be made as per referral process to POhWER.	29 February 2018 Head of Healthcare
2	The Head of Healthcare should ensure that there is a clearly defined policy for the covert administration of medication and that the reasons for doing so are fully recorded.	Accepted	A clearly defined policy regarding administering covert medication will be written by Virgincare. Instances where this is required to be administered will be fully documented within the prisoner's medical notes and will also be discussed at the monthly Gold Standard Framework meetings. Discussions will be held by a multi-disciplinary team including GP, lead nurse, and the pharmacist.	31 March 2018 Head of Healthcare