

Action Plan – Self-inflicted – IoW – Jade Eatough - 19.08.2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor and Head of Healthcare at HMP Isle of Wight should ensure that all staff are familiar with their responsibilities in respect of PSI 17/2016, The Care and Management of Transgender Offenders.	Accepted	<p>The Head of Equalities is currently compiling a local guidance for all staff regarding the care and management of transgender prisoners. The guidance will re-enforce the responsibilities of staff within PSI 17/2016. This will be delivered in printed and electronic format and made available in all areas of the prison, in particular reception and induction departments. The document will be completed by the end of May 2018. A Notice to Staff will draw staff's attention to the new Local Guidance, along with the National Guidance.</p> <p>Issuing of the Guidance will form part of the current monthly staff Transgender Awareness sessions and will be handed to all attendees from May 2018 onwards.</p> <p>Transgender Forums are being introduced in May 2018, which will be supported by the Head of Equalities, the Heads of Residence and Residential staff.</p>	Head of Equalities May 2018
2	The Head of Healthcare should ensure that clinical records are accurate, detailed and include diagnoses and care plans from external appointments.	Accepted	<p>All GPs working have been informed, through the GP clinical lead, of the importance of transferring recommendations from letters, in relation to external appointments, to prisoners' clinical records. In March 2018 all healthcare staff were also issued with a reminder regarding PSI 17/2016, which includes the need to use the preferred name and gender reference when writing in prisoners' healthcare records.</p> <p>The Head of Healthcare will conduct an audit at the end of October 2018 to ensure that clinical records are accurate,</p>	Head of Healthcare October 2018

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			detailed and up to date; and include actions from external appointments and that case notes record the preferred gender reference.	
	<p>The Governor and Head of Healthcare should ensure that all staff are made aware of and understand their responsibilities during medical emergencies, including:</p> <ul style="list-style-type: none"> • that they enter cells as quickly as possible in a life-threatening situation; and • that they give accurate information to the ambulance service. 		<p>Notices to staff are issued annually reminding all staff of their responsibilities within the medical emergency protocols when unlocking a cell, including during night state. This was last issued to all staff in May 2017 and will be re-issued in May 2018.</p> <p>A new set of Night Operating Procedures were introduced in January 2018, which include information about the need to give clear and precise details of incidents to the ambulance service. In the event of an emergency staff are also reminded that they must ensure that aid is not be delayed whilst waiting for support staff to arrive, while also considering their own personal safety before entering a cell. These instructions are available on every house unit, as well as being saved on the prison database for all staff to access.</p> <p>Night Oscar 1s are to confirm by email to their Functional Heads by the end of May and each month thereafter, that Night Staff are familiar with Night Operating Procedures, particularly for medical emergencies. Ensuring that staff are competent with the process. Wing diaries will be endorsed to this effect.</p>	<p>Governor May 2018</p> <p>Governor May 2018</p> <p>Head of Operations May 2018</p>