

**Action Plan- John Rapson. HMP Wakefield. NC. 23/08/2016**

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare should ensure that staff arrange to review prisoners they have visited during the night.	Accepted	Current practice ensures that where the night nurse feels a follow up is needed after a night visit, this is requested via a system 1 task to the appropriate team. This will ensure that all prisoners seen during night state are routinely followed up the next day by the appropriate team i.e. Mental Health Team and/or Primary Care Trust.	Head of Healthcare Feb2017 completed
2	The Head of Healthcare should ensure staff take an equipment bag with them when called out to see prisoners and take clinical observations, including an ECG where appropriate.	Accepted	From September 2016 nurses now take the relevant equipment bag when visiting all patients during night state and take baseline observations, including ECG, where appropriate. This requirement will be communicated to all relevant nursing staff via personal email, staff meetings and daily briefing.	Head of Healthcare March 2017 completed
3	The Governor should ensure that all prison staff are made aware of and understand PSI 03/2013 and their responsibilities during medical emergencies and ensures the control room calls an ambulance immediately when an emergency code is used.	Accepted	All staff will be reminded via the March 2017 Functional Briefings, chaired by Functional Heads, of the Emergency Response Codes (ERC) in place and the circumstances in which these should be used in a life-threatening situation. The Functional Brief for the ERC will be delivered by Operations Managers and will include the ERC staffs responsibility to call an ambulance immediately at the point of when an Emergency Response code is called. Pocket sized reference cards will be issued to staff by 31/03/2017 outlining the response codes and their responsibilities.	31 <sup>st</sup> March 2017 All Functional Heads
4	The Governor should ensure that there is continuity when a family liaison officer is assigned, that they are easy to contact, make reasonable enquiries where families request information and are sensitive in their dealings with them.	Accepted	All FLO's will be informed at the FLO meeting in April 2017 of the need to update families regarding any temporary change of FLO. This will be minuted and sent to all FLO's.  All FLO's will instruct the control room and Safer Custody of their whereabouts so they are contactable by the family during working hours. This will be an agenda item at April's FLO meeting and minutes will be sent to all FLO's.  Any sensitive information will be handed to family members in a plain envelope and recorded in the FLO log.	April 2017 Head of Safer Custody