

**Action Plan – Francis Boateng. HMP Elmley. Self - Inflicted. 31/01/2017**

<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 Governor should ensure that there are mechanisms in place so that staff consider and record all the known risk factors of a newly-arrived prisoner when determining risk of suicide or self-harm.	Accepted	<p>Suicide and Self-Harm (SASH) training is mandatory for all staff and includes training on the risk factors of new prisoners and determining risk of self-harm or suicide. All staff will complete this training by 2019, as part of a rolling programme</p> <p>The Safer Custody team now deliver awareness training to staff in the First Night Centre, and Reception and Offender Supervisors so that they are aware of the need to consider and record risk factors of new prisoners in custody who may be vulnerable to self-harm or suicide. Identified risk factors are then recorded on the Safer Custody Team database.</p>	Head of Safer Custody Completed
2	The Governor should ensure that sufficient staff carry working radios to enable them to call an emergency quickly.	Accepted	An audit of radios was conducted in March 2017. HMP Elmley have been provided with additional radios and the majority of prisoner-facing staff now have them. Staff are reminded daily during line briefing of the need to carry their radios in order that they can call an emergency code quickly if needed.	Head of Operations Completed
3	The Governor should ensure that all prison staff are made aware of and understand their responsibilities during medical emergencies, including the correct use of	Accepted	All new staff are trained in the correct use of emergency codes during induction and existing staff have been reminded of the appropriate use of Code Red and Code Blue and the correct action to be taken following a Code being called,	Head of Safer Custody Completed

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	emergency codes.		<p>including the immediate calling of an ambulance. The new SASH training package includes training on emergency codes.</p> <p>The primary health care provider has now recruited paramedics as first responders in an emergency, enabling healthcare to assess medical emergencies within the prison effectively. These paramedics are also issued with radios to communicate directly with both the ambulance control room and responding paramedics.</p>	Head of Healthcare December 2017
4	The Head of Healthcare should ensure that all staff make appropriate notes in prisoners' records when they have concerns	Accepted	All clinical staff have been reminded to update prisoner medical records with appropriate notes whenever they have concerns. This has been discussed at the Clinical Governance meeting via Minster Medical Group and minuted. Clinical records will be subject to clinical audit in relation to documentation/completion. The Clinical lead will carry out a 6 monthly audit of clinical records in line with the Health & Justice programme	Head of Healthcare completed
5	The Head of Healthcare should ensure that decisions around whether to offer mental health input are made with all risk factors taken into consideration.	Accepted	The Mental Health In-reach Team have introduced a screening guide which staff now use to make decisions on whether to offer mental health input. This includes the risk factors staff must consider when making a decision and all decision are recorded on their case management system.	Mental Health Inreach Manager Completed