

Action Plan – Mr Royston Jackson at HMP Whitemoor – Natural Causes on 10/03/2019

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	<p>The Head of Healthcare should ensure that staff are aware of and adhere to the guidelines in NICE guidance <i>Controlled Drugs: Safe Use and Management</i>, to ensure that staff:</p> <ul style="list-style-type: none"> • are present during the administration of controlled drugs; and • witness controlled medication being taken by the patient, in order to prevent a patient stockpiling controlled medication. 	Accepted	<p>An was email was sent in July 2019 to all clinical staff, attached with a Standard Operating Procedure for Controlled Drugs as a reminder for the procedures that should be followed with Controlled Drugs.</p> <p>Deputy Head of Healthcare completes spot checks of controlled medication administration to make sure that procedures are being followed.</p>	<p>Complete</p> <p>Head of Healthcare</p>
2	<p>The Head of Healthcare should ensure that all healthcare staff follow professional guidance for record keeping, including making clear, prompt and accurate entries in medical records, which reflect all major decisions and care plans.</p>	Accepted	<p>All clinical staff adhere to their code of conduct for record keeping. A monthly record keeping audit is carried out as per the Trusts policy on record keeping. This was last conducted in August 2019. Managers oversee record keeping audits and formulate an action plan if any areas are highlighted as not being satisfactory.</p> <p>Care plans are regularly reviewed within SystemOne by Managers.</p>	<p>Complete</p> <p>Head of Healthcare</p>