

Action Plan - HMP Humber NC. Mr Daniel Wilson. 27.09.17

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare at HMP Lincoln should ensure that medical records are fully checked and kept updated before prisoners are transferred and any issues or appointments are accurately recorded.	Accepted	<p>All staff are regularly informed at staff meetings and by email, of the importance of record keeping in line with Trust and NMC requirements, this is monitored and discussed at clinical supervisions.</p> <p>Night duty staff review prisoners being discharged or transferred the day before and documentation information recorded to prisoner records. This is then reviewed during reception screening and additional information is added should the need arise.</p>	<p>October 2017</p> <p>Head of Healthcare</p>
	The Governor and Head of Healthcare of HMP Lincoln should review the decision making procedures for the routine transfer of prisoners and ensure that the transfer process includes input from healthcare staff and that the consideration of decisions is recorded.	Accepted	The healthcare department receives a list of all proposed routine transfers at least 48 hours before the transfer is due to take place. Healthcare staff will acknowledge the transfer date and confirm that there are no medical reasons to defer or cancel the transfer and will annotate this on SystemOne. Where medical reasons are identified to defer or cancel the transfer the Healthcare department will notify the OCA department to suspend or cancel the planned transfer and record this on SystemOne. The requirement for all prisoners to be assessed by healthcare staff to assess their fitness to travel prior to any escort remains in place.	<p>Completed</p> <p>Head of Healthcare</p>
	The Governor of HMP Lincoln should review control room procedures and ensure that control room staff keep a log during medical emergencies and hospital admissions.	Accepted	After a full review a new process has been implemented for all staff working in control. All incidents (including medical) are now documented with a timeline in control in triplicate with copy for the file, security and hot debrief. Where prisoner is admitted to hospital	<p>Complete</p> <p>Head of Operations</p>

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			after attending A&E this is logged in observations book and also in incident log if this has been an emergency incident.	
	The Governor of HMP Lincoln should ensure that, in line with PSI 58/2010, the Prison and Probation Ombudsman is promptly provided with all requested documents after a death in custody.	Accepted	The Head of Residence and Safety will be the initial point of contact for all requests for information and documentation relating to deaths in custody. The Head of Residence and Safety will ensure that all available requested documentation and information is provided to the Ombudsman's office promptly in accordance with PSI58/2010. Where documentation or information is not available/accessible a written explanation of the reasons why will be provided to the Ombudsman's office.	Complete Head of Residence and Safety