

Action Plan – Mr Stephen Holt at HMP Wakefield – Natural Causes on 03/05/2020

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare at HMP Wakefield should ensure adherence to Care UK guidance for administering medication under patient group directions (PGD) and provide an auditable trail to demonstrate compliance.	Accepted	<p>A team discussion has taken place regarding PGDs in order to remind staff that they must observe the previous clinical records to assess the frequency of administration. This was followed up with an email from the Pharmacist to all team (see below) members and Clinical Leads were asked to re-enforce the message within their team meetings.</p> <p>This is audited via dip testing by the Pharmacist on a monthly basis and fed back to the team through the local Medicines management forum and quality assurance meetings.</p> <p><i>E Mail - (Please could you forward to your teams-Thanks)</i></p> <p>As discussed in today's lockdown meeting please find attached the minor ailments policy</p> <p>Key points</p> <ol style="list-style-type: none"> 1. Please document on SystmOne why the patient has requested the medication 2. Refer to GP if the condition worsens or you are concerned 3. Refer to GP if the patient is collecting minor ailments medication regularly (i.e. 3 times in a month) 	<p>Complete</p> <p>Head of Healthcare/ Pharmacist/ Clinical Leads</p>