

**Action Plan – Mr Jarryd James at HMP Cardiff – Self Inflicted Death on 20/05/2020**

<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 and Head of Healthcare should ensure that staff communicate appropriately to ensure that prisoners' welfare is checked as necessary.	Accepted	<p>Staff briefings took place in November 2020 which were attended by prison staff, healthcare and the mental health team. The briefings focused on the need for clear and specific communication and staff were reminded that it is essential that any concerns relating to a prisoner's welfare are clearly communicated. Staff were also reminded of the need to immediately follow up any requests that are unclear, to ensure the prisoner's welfare is checked.</p> <p>Following the briefings, a notice to all staff was also sent to outline the key points discussed and as a reference for any staff that could not attend the briefings.</p> <p>Both discipline and healthcare staff were also reminded about the importance of record keeping and to document any key communications and actions on both NOMIS and the healthcare SystemOne databases, where appropriate.</p>	Completed Head of Safety and Head of Healthcare
2	The Governor should share a copy of this report with the SO and arrange for a senior manager to discuss the Ombudsman's findings with him.	Accepted	The report was shared with the staff member in April 2021 and the findings were discussed.	Completed Head of Safety
3	The Head of Healthcare should share a copy of this report with Nurse A and discuss the Ombudsman's findings with her.	Accepted	The report was shared with the staff member in April 2021 and the findings were discussed.	Completed Head of Healthcare

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4	<p>The Governor and Head of Healthcare should ensure that when a prisoner is found under the influence of PS that:</p> <ul style="list-style-type: none"> <li>• a nurse should be called to assess them; and</li> <li>• PS monitoring charts are properly secured and scanned onto the prisoner's medical record.</li> </ul>	Accepted	<p>Secure log books, which are used to safely store all PS monitoring logs, were issued to all wings in June 2020. Quality assurance checks are completed by wing managers to ensure that the log books are up to date in order to be provided to healthcare and scanned onto the prisoner's medical record.</p> <p>All staff were reminded through a general notice to staff (GNTS) in November 2020 that healthcare staff should attend all incidents where a prisoner is suspected to be under the influence of PS. This was also discussed during wing briefings and staff were reminded of the need to document any incidents of suspected use of PS on the PS monitoring charts and NOMIS.</p> <p>This guidance was also shared with healthcare staff and discussed during briefings. Healthcare staff were also reminded that the PS monitoring charts should be scanned and documented onto the prisoner's SystemOne record.</p>	Completed Head of Safety and Head of Healthcare