

Action Plan – Mr Robert Jones at HMP Bure – Natural Causes on 22/05/2020

No	Recommendation	Accepted/ Not Accepted	Response	Target date for completion and function responsible
1	The Head of Healthcare at Chelmsford should ensure that when a prisoner is transferred to another prison, accurate information on their prescribed medications is provided.	Accepted	<p>The system in place (from October 2020) is that the prisoner’s medication is dispensed 7 days prior to the transfer date. The prisoner is assessed before the transfer by the Registered General Nurse to ensure that meds records are up to date and accurate.</p> <p>The Pharmacy have clear written guidance on the process of the transfer and medication.</p>	<p>Complete</p> <p>Head of Healthcare</p>
2	The Heads of Healthcare at both Chelmsford and Bure should ensure that a clinically valid reason is recorded on SystmOne records for discontinuing prescribed medications and that adherence to this requirement is confirmed through annual audit.	Accepted	<p>HMP Chelmsford - The Head of Healthcare has discussed continuity of record keeping regarding the discontinuing of medications with the lead GP. The lead GP is facilitating this.</p> <p>The prison GP lead will notify GP's who attend HMP Chelmsford to ensure the discontinuation of any medication is recorded and that a rationale is also given in clinical notes/entries. The prison GP will lead on the consideration of yearly audits needs for discontinued prescribed Meds (with the Clinical Governance team), and staff will be advised accordingly. This is to be discussed at the next Clinical Governance meeting for the Clinical Reference Group (30.11.2020).</p> <p>HMP Bure – From October 2020 the Regional Pharmacist will support the prescribers with reviewing the process for stopping medications. The Pharmacy team will keep a log of medication that has been stopped and will ensure this is clearly documented on SystmOne. The next Local medicines management meeting will review the process with the team.</p> <p>The log of stopped medication will be audited quarterly to ensure compliance</p>	<p>Complete</p> <p>November 2020</p> <p>Prison GP</p> <p>Complete</p> <p>Healthcare (Practice Plus Group)</p> <p>November 2020</p>

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			with this process.	
3	The Head of Healthcare at Bure should ensure that there is a local operating procedure in place to capture the process for checking recently discontinued prescribed medications within the medicines reconciliation process.	Accepted	Medicines reconciliation is fully embedded at HMP Bure. The Regional Pharmacist and Lead Pharmacy technician will review the process together and implement a Local Operating Procedure to support this.	November 2020 Healthcare (Practice Plus Group)
4	The Head of Healthcare at Bure should review clinical stock checking and maintenance processes to ensure that when attending emergency situations staff have all the necessary equipment.	Accepted	The Clinical Lead has reiterated to the team the importance of clinical stock checking. Furthermore, through audit it was identified that the emergency bags were not following the national Practice Plus Group policy and extra items were being added into the bags, sometimes making it difficult to find things. Therefore, the policy has been re-circulated and emergency bag reviews are being undertaken within handover – both for oversight of what is in the bags and also being used as a teaching tool to familiarise staff with the bags and gain confidence.	Complete November 2020 Healthcare (Practice Plus Group)
5	The Governor of Bure should ensure that authorising managers of risk assessments indicate on the risk assessment form that they have taken account of the information supplied by healthcare staff.	Accepted	Risk assessing managers have been reminded they must consider all aspects of the risk assessment prior to discharge. Where Healthcare staff make recommendations these are to be commented on and the subsequent decision making process recorded. This is applicable to all escort risk assessments but is of particular reference to emergency escorts where the immediate medical presentation may not be clearly diagnosed	Complete Head of safer Custody