

Action Plan – Darren Rawlinson. HMP Forest Bank. ONN. 29/01/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Director and Head of Healthcare should remind staff to submit intelligence reports for all concerns relating to the suspected misuse of prescribed and non-prescribed drugs so that appropriate action can be taken.	Accepted	<p>A member of the security team will attend the Eden Unit review panel and feedback any security concerns about individual prisoners. Any intelligence about the Eden Unit should also be relayed in the Integrated Substance Misuse Service meeting. This will be evidenced through minutes that are circulated to all stakeholders. If unable to attend, security input will be provided via email. This will be monitored by the recovery manager.</p> <p>A notice to colleagues will be issued reminding staff of the need to submit an intelligence report and update the medical computer system (SystemOne) where there is suspicion of misuse of prescribed medication.</p>	<p>Security Manager October 2017</p> <p>Head Of Healthcare October 2017</p>
2	The Director and Head of Healthcare should remind staff of the importance of making proper records of any concerns about prisoners.	Accepted	<p>A notice to colleagues will be issued reminding staff of the need for effective handovers and the recording of concerns about prisoners in wing observation books.</p> <p>This will be monitored via the Performance Delivery Unit internal audits and Unit Managers/Head of Residence through Quality Assurance checks.</p>	Safer Custody Manager October 2017
3	The Director should remind staff that documentary evidence should not be altered. Any errors should be clarified separately	Accepted	<p>Staff will all be refreshed in report writing (documentation and log keeping) and the importance of correcting errors by a single line through the information with initials and a new entry underneath. Staff training records to be updated.</p> <p>This will be addressed through training sessions which will be</p>	Learning & Development Manager January 2018

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			scheduled over the next 12 months.	
4	The Director should ensure that staff who have contact with prisoners are aware that the recovery position is only appropriate for prisoners who are unconscious but breathing. Cardiopulmonary resuscitation should be delivered when a prisoner is unconscious and not breathing.	Accepted	A notice to colleagues will be issued reminding all staff of the importance of commencing CPR when a prisoner is unconscious and not breathing. The Learning & Development Manager will ensure the staff involved in this death are prioritised for first aid refreshers.	Safer Custody Manager October 2017 Learning & Development Manager January 2018