

**AGREED STATEMENT OF INTENT ON THE
MANAGEMENT OF PRISONERS IN HOSPITAL
BETWEEN**

ST GEORGES NHS TRUST

AND

HM PRISON WANDSWORTH

AND

SECURE HEALTHCARE

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Executive Summary

The purpose of this policy is to provide an agreement between HMP Wandsworth and St George's Healthcare NHS Trust regarding the care and treatment of prisoners who either attend or are admitted to St George's Hospital, the Boleyn Hospital or the Wolfson Medical Rehabilitation Centre.

The policy had been developed by a small working group comprising senior members of staff from both organisations. Wider consultation with clinical staff has been undertaken to complete the policy.

The aim of the policy is to ensure that prisoners receive the best possible clinical care whilst balancing privacy and dignity with the management of security and the protection of the public and staff.

The policy will be monitored and managed by the Prison/Trust Liaison Group that will have a membership from both organisations. Performance measures will be used and audit where appropriate. Where operational issues occur they will be dealt with immediately by operational managers and then discussed by the Liaison Group.

The appendices of the policy clearly sets out the responsibilities of individuals in each organisation and the operational processes required.

1 Policy Statement

Policy for the care and management of prisoners receiving treatment at St George's healthcare trust.

1.1 Introduction

This policy is designed to promote and develop good practice and working relationships between HMP Wandsworth, Secure healthcare and St George's Hospital NHS Trust. Tooting.

The policy has been developed and agreed by a small working group with senior staff members from HMP Wandsworth, Secure Healthcare and senior staff from St George's hospital.

St Georges NHS Trust is the main acute hospital in Wandsworth and is responsible for treating the majority of HMP Wandsworth patients.

The agreement recognises the need to balance the security for HMP Wandsworth prisoners with patient care. It recognises two overriding principles.

- *The rights of the individual patient to be properly cared for ensuring privacy and dignity are maintained at all times.*
- *The rights of the general public to expect prisoners to be kept in secure custody.*

1.2 Aim

The aim of the policy is to ensure that prisoners are treated appropriately and with dignity and respect whilst under the care of St George's Healthcare NHS trust. In addition staff have an understanding of the management of prisoners in hospital.

1.3 Objectives

- To ensure that all staff are aware of the policy.
- To ensure that prisoners receive the best possible clinical care and that they are treated with dignity and respect.
- To ensure that information about a prisoner is shared with healthcare professionals and prison staff on a 'need to know' basis only and that confidentiality is maintained.
- To ensure that St Georges NHS Trust receives notice of prisoners requiring elective admission.
- To provide a secure environment for prisoners that minimises the opportunities for prisoners to escape.
- To ensure the safety of St George's Healthcare NHS Trust staff, HMP Wandsworth escorting staff, other patients and the general public.
- To ensure good communication between prison officers and staff.
- To set up a liaison group to facilitate communication between Prison and Trust staff.
- Ensure that the Trust Security Department is involved in all communications regarding the attendance or admission of prisoners to St George's Healthcare NHS Trust

1.4 Outcomes

- Prisoners receive the best possible clinical care and are treated with dignity and respect in a secure environment.
- Information is shared on a 'need to know 'basis only.
- Staff have an understanding of the issues involved in managing prisoners in hospital.
- Information is provided by St Georges NHS Trust to HMP Wandsworth and HMP Wandsworth to St Georges NHS Trust.

2. Related Trust Policies

Safeguarding Adults

3. Roles and Responsibilities

The Trust has a General Duty to protect patients, staff and others through the provision of appropriate care, good clinical practice and suitable facilities.

The Trust Board has overall accountability through the Chief Executive to ensure that adequate structures, governance and control mechanisms are in place to promote good practice by all staff.

Managers are responsible for ensuring that staff are trained and there is sufficient understanding regarding the care and management of prisoners in hospital.

Healthcare Professionals have a duty of care to provide excellent clinical care treating prisoners with dignity and respect whilst maintaining confidentiality regarding sensitive information.

HMP Wandsworth has a duty to ensure the safety of St George's Healthcare NHS Trust staff, HMP Wandsworth escorting staff, other patients and the general public.

4. Monitoring Compliance

Process for Monitoring Compliance and Effectiveness

6 monthly meeting with HMP Wandsworth, Secure Healthcare and St Georges NHS Trust Prison liaison group. Members include Deputy DNS, Designated Matrons, Security manager and Site services.

The Terms of Reference for the Group will include performance monitoring, addressing complaints, assessing clinical outcomes and patient satisfaction, improving communication between the two organisations and requesting audits as appropriate.

STANDING ARRANGEMENTS

St George's Healthcare NHS Trust

Out-patients

1. Appointments will be organised by St George's Hospital, who will, in turn, inform Secure Healthcare's Administration Officer, including any information regarding any special preparation required e.g. fasting. Access to appointment details must be restricted to the Prison, Secure Healthcare and St George's Healthcare NHS Trust staff. The prisoner should not be informed.
2. Unless there are overriding security reasons not to do so, HMP Wandsworth Security Department will inform St George's Hospital Security before the admission of a prisoner regarding the levels of escort and restraint envisaged. The prison Security Department will email Security at St Georges Hospital daily with scheduled arrivals. Security.office@stgeorges.nhs.uk
3. The physical security of the following areas will be checked on an annual basis by HMP Wandsworth Security Department in liaison with the Hospital Site/Security Manager:
 - a. Out-patients areas including toilets and bathrooms
 - b. In-patients areas including toilets and bathrooms
 - c. Fracture clinic
 - d. Diagnostic and Clinical Support areas
 - e. Additional risk assessments will be carried out after any major alterations.
4. Secure Healthcare will notify Prison escorts in advance as to which consultant and which outpatient area or ward escorts should report to
5. Escorted prisoners will be scheduled to arrive on time for appointments; these should be timed as to minimise the actual waiting times.
6. Where possible, St George's Hospital should prioritise outpatient prisoner escorts, allocating the earliest time available, again reducing the amount of disruption and discomfort to their staff and other patients. If the time allocated is not compatible with

the operational needs of the prison (e.g. where the time of the appointment is incompatible with the availability of escort staff) Secure Healthcare will negotiate a more suitable appointment in a timely manner. Where possible the outpatient dept will attempt to provide a room away from the waiting area for the prisoner and escorts to wait.

7. St George's Healthcare NHS trust will provide free parking for Prison staff on escort duty on production of Prison ID.

9. All bites and sharps injuries will be fast tracked through A&E in line with local policy.

Inpatients

1. Inpatient transfers must be arranged through the St George's Hospital Site Services Team on 020 8672 1255 bleep number 6007.

2. Where possible St George's Hospital will provide a single room for in-patients, with separate toilet and bathroom. This is not only to improve security, but also to keep disruption and discomfort to other patients and their families to a minimum.

3. Any discharge medication provided by St George's Hospital for the prisoner, must be given to the escort staff, who in turn will give it to a Health Care Officer or nurse in Reception or, if out of hours, in A2 Treatment Room on return to the Prison. Discharge planning must be carried out in conjunction with the healthcare team at HMP Wandsworth. **Contact no 0208-588 4012/4128**

4. All discharge letters are to be given to escorting staff in a sealed envelope.

5. In cases where the risk assessment indicates that restraints should be applied, a healthcare professional (e.g. doctor, nurse, midwife, ambulance officer, or paramedic) may seek their removal *because of an immediate risk to the life of the prisoner*. In such circumstances the restraints shall be removed by the escorting staff. They must then notify the duty governor as soon as possible in case additional security arrangements need to be made.

5.1 Restraints will be attached between the prisoners and an escorting officer. **They must never be used to attach the prisoner to any furniture, fixtures or fittings.**

6. **VISITORS** - HMP Wandsworth, in consultation with St George's Hospital will determine the arrangements under which visitors to in-patients will be permitted to see the prisoner. The arrangement will depend upon circumstances of each individual case *but will not normally be within the first 48 hours of admission*. HMP Wandsworth will be responsible for contacting the prisoner's next of kin. No food or

drink is to be handed in by visitors. Any request for a legal visit with the prisoner must be referred by ward managers to the prison staff. The prison staff will, in turn, refer the request to the Security Governor.

7. A Prison Line Manager will visit inpatients at least once every 24 hours.
8. If an escort duty turns into an overnight bedwatch, night clothing and hygiene kit will be provided and the prisoner's clothing will be returned to the prison.
9. No arrangements should be made to move the prisoner to another ward or hospital without prior consultation with the Duty Governor at the Prison and Secure Healthcare's Head of Healthcare unless for urgent medical reasons where the escorting staff will inform the Duty Governor and a new risk assessment will be carried out as soon as practically possible.
10. Where a Category A or an Escape List ("E List") inpatient prisoner is admitted enhanced risk assessment criteria apply.
11. All mail for the inpatient must be handed to escort staff.
12. All Prison staff must adhere to Infection Control Policies. Information and protective clothing will be provided by ward/dept staff.
13. Escorting staff and prisoners must adhere to the St Georges NHS Trust no-smoking policy.

Contact numbers for complaints

HMP Wandsworth

Duty Governor	020 -8588-4294
Secure Healthcare	020- 8588-4012

St Georges NHS Trust

Deputy Director of Nursing	020- 8725- 1620
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HMP Wandsworth

Standing arrangements for the treatment of Category A and E list or potential Category A and E list prisoners

Definition

"Prisoners whose escape would be highly dangerous to the public, or the police, or the security of the state, no matter how unlikely that escape might be and for whom the aim must be to make escape impossible."

Category A is the highest security category and is reserved for those prisoners charged with, or convicted of the most serious crimes. Such prisoners will be taken out of the Prison for medical treatment only when, in the judgement of the treating clinician or the Head of Healthcare, such treatment cannot be provided within the Prison.

The previous instructions also apply to Category A prisoners. In addition to the following:

1. Early on site risk assessments must be arranged between HMP Wandsworth's security and the respective St George's Hospital clinical manager, in order that the St George's Hospital management are made aware of any security risk and the necessary precautions that need to be taken.
2. At least three officers must be at the prisoner's bedside at all times.
3. Emergency admissions will be risk assessed by a Senior Prison Security Line Manager at the earliest possible opportunity. The Senior Officer in charge of the escort will make an initial risk assessment immediately upon arrival at the ward, department or room that the prisoner is admitted into.
4. St George's Hospital bed managers should attempt to locate inpatient Category A/E List prisoners in a separate room with en suite facilities, not on the ground floor and away from direct access to any exit or fire escape.
5. Escort staff will maintain radio contact with the Police and in addition will all carry a mobile phone. It would be advantageous if St George's Hospital ward managers could provide the escort with access to a private telephone.
6. Where possible a lockable cabinet should be provided by St George's Hospital, to store equipment and official documents.
7. Senior Prison staff and possibly Police Officers will visit the escort, every day and night.
8. At all times the Governor remains responsible for the safe custody of the prisoner.

9. No arrangements should be made to move the prisoner to another ward or hospital without prior consultation with the Duty Governor and Secure Healthcare's Head of Healthcare at the Prison.
10. St George's Hospital should inform hospital staff not to confirm the prisoner's presence to telephone callers, or any other form of enquiry. All such requests should be reported to a member of the Prison escort, as should any messages for the prisoner.
11. High security prisoners will not normally be allowed to make or receive telephone calls. Any such request must be referred to the Duty Governor or Head of Security at the Prison.
12. St George's Hospital staff should advise the escort staff of any areas of concern.
13. All mail for the inpatient prisoner should be handed to the officer in charge of the escort.
14. Generally, prisoners are not allowed to receive clothing, food or other property. Any attempt to leave any items for a prisoner should be referred to the officer in charge of the escort.
15. Category A/EL prisoners treatment at St George's Hospital will be as brief as possible, in order to limit the obvious security risks and inconvenience to hospital staff.
16. Where a Category A/E List inpatient prisoner is to be discharged, the clinical manager or doctor at St George's Hospital should discuss the discharge plan with the Head of Healthcare or a designated deputy. Arrangements will then be made at the Prison for the prisoner's prompt return to Prison custody.

GUIDANCE FOR PRISON STAFF ON A BEDWATCH – HMP Wandsworth

An occurrence log must be maintained

A bedwatch pack must be carried

All escort equipment, including restraints must be checked at each handover and recorded in the occurrence log

Bedwatch staff must provide the Prison with regular reports at intervals of no less than 2 hours and every hour between the time of Midnight and 05.00hrs

In-patient prisoners must wear nightclothes (or a gown provided by the hospital). If due to exceptional circumstances (e.g. No XXL nightclothes are available), the permission of the Duty Governor must be sought for the prisoner to wear their own clothes.

All day clothes must be returned to the prison

Restraints should be specified in the Risk Assessment. Removal of restraints must be authorised by the Duty Governor, and recorded in the log. *In circumstances where the restraints have been removed at the request of the doctor, nurse, midwife or paramedic because of an immediate risk to life, the restraints shall be removed immediately and the Duty Governor be notified at the first possible opportunity.* If the prisoner is not restrained, staff must be as close as possible and try to position themselves between the prisoner and any exit(s).

Restraints must not be used to attach prisoners to fixtures and fittings or furniture.

Prisoners **MUST NOT** be transported using the escort chain. They should be double cuffed until they reach their destination. Exceptions to this may be made with the authorisation of the Prison's Security Manager or the Duty Governor (e.g. if the prisoner is in a wheelchair). If the prisoner is in a room receiving treatment an escort chain may be used for the period of that treatment only. A search of the room must first be completed before using the escort chain. If in doubt contact the Duty Governor.

Prisoners will not be allowed to use metal cutlery supplied by the hospital. Prison issue plastic cutlery must be used at all times.

Where there is more than one officer on the escort, the prisoner must be in sight of at least one officer at all times.

There must be close control and observation of all social visits to prisoners. No visitors should be permitted unless approved by Security. Visits will not normally be permitted within the first 48hrs of admission.

Any items intended for the prisoner must be searched by the prison escort staff before being given to the prisoner.

Day clothing handed over by visitors must not be given to the prisoner, but must be returned to the prison as soon as possible. In the case of convicted prisoners, the visitors should be asked if they wish to take the clothing away or have it placed in stored property.

Prisoners must not hand anything to visitors for removal from the hospital.

Any requests for legal visits should be referred to the Duty Governor

Visits by the press or media will not be permitted unless they are visiting in the capacity of friend or relative. Any requests for such a visit must be recorded and referred to the Duty Governor.

The prisoner, friends or associates **MUST NOT** be told when it is likely the prisoner will be returning to the establishment. Hospital staff **MUST NOT** pass on this information.

Officers aware of medical information must treat it as 'In Confidence'.

When the prisoner is returning to the prison the escorting staff must ensure that they collect a discharge letter and any prescribed medicines from the clinical manager. These must be given to the Healthcare Officer or Nurse in Reception or in A2 Treatment Room (if out of hours) immediately on return to the prison.

Staff must remember that although the prisoner is in hospital, he remains in the custody of HMP Wandsworth. This means that if he is escorted by two staff, he is deemed to be under constant supervision. As such, staff have a duty of care to ensure that the prisoner does not harm himself, either by deliberate self-harm or by taking any controlled substances other than prescribed medications.

This Memorandum of Understanding Protocol between St George's Healthcare NHS Trust and HM Prison Wandsworth and Secure Healthcare has been read and agreed by the following: Insert the date of signature somewhere on this page

Mr I Mulholland – Governor

HMP Wandsworth

Mr D Astley

Chief Executive

St George's Healthcare NHS Trust

Mr E Toman

Head of Healthcare

Secure Healthcare

HMP Wandsworth

Ms C Dixon

Head of Operations

HMP Wandsworth

Mr T Wynn

Security Manager

St George's Hospital
