



Summary Action Plan

Name: Stanley Grange

Date of Action Plan: 23rd March 2016

What actions are required?	Date Completed
Safe:	
All new staff recruited will receive safeguarding and medication training appropriate to their role as part of their mandatory induction programme. All remaining staff requiring medication accreditation will be observed and assessed for competency by a registered nurse or accredited assessor.	20 th April 2016
We will source an alternative pharmacy that will provide typed MARs sheets for all prescribed medications.	18 th May 2016
We will audit and review all MARs sheets for each individual at Stanley Grange and will ensure that any handwritten MARS sheets are replaced with a typed copy from the pharmacy prior to any further dispensation.	31 st March 2016
All medication errors recorded from the take over of the service on the 1 st of October 2015 will be retrospectively reported to the Lancashire Safeguarding team.	24 th March 2016
Any future medication errors will be reported through the safeguarding hub and where appropriate CQC notifications will be submitted	Continuous monitoring
As part of the medication error investigation report all actions/outcomes will be documented to ensure completeness of investigation.	Continuous monitoring
As part of the audit process and lessons learned we will ensure that all team managers and members of staff receive refresher training regarding the importance of following policies and procedures related to the administration, storage and recording of all medications	15 th April 2016
Following the review and risk assessment of each properties fire doors we will clearly evidence the process for identification of a designated member of staff who in the event of a fire will be responsible for ensuring all doors are closed before leaving the building. This will be a standard agenda item at team meetings.	25 th March 2016
As part of the Person Centred Planning process any individual identified as requesting their bedroom fire doors to remain open will be supported with a detailed risk assessment which will be discussed and agreed with them and their families were appropriate, if the person lacks capacity then this will be discussed and recorded as part of a best interest process.	25 th March 2016
All bedrail assessments have been reviewed and we have ensured that all questions have been fully completed. All bedrail assessments show who has been involved in the decision making process	17 th March 2016
All risk assessments will be fully reviewed and we will ensure that they are signed, dated and confirm who has been involved in the production of the document.	15 th April 2016
Effective:	
To embed the MCA Act principles (2005) into practice we will ensure that all staff will complete a mandatory face to face training session relating to: <ul style="list-style-type: none"> • Mental Capacity Act • Best Interest Decision Making • Restrictive Practices • Deprivation of Liberty Safeguarding 	15 th April 2016
To embed the MCA Act (2005) into practice we will ensure that all people we support and their relatives will be offered a face to face training session relating to: <ul style="list-style-type: none"> • Mental Capacity Act • Best Interest Decision Making • Restrictive Practices • Deprivation of Liberty Safeguarding 	9 th April 2016

What actions are required?	Date Completed
Following the MCA Act training a series of audits will be undertaken to test the knowledge base and application of the Act in practice in each part of the Stanley Grange Service	6 th May 2016
We will review all individuals' DOLs applications to ensure that all restrictive practices are up to date and that full copies of these documents are present in each individuals personal Care file.	4 th April 2016
Well Led:	
We will employ an experienced manager on a sessional basis to carry out a full programme of audits to provide a baseline quality assurance check.	30 th June 2016
All team managers will then have scheduled audits planned in their diaries to ensure effective quality assurance within each property. The evidence of the audits taking place will be submitted to the registered manager for scrutiny and sign off.	30 th June 2016 Continuous monitoring
To ensure that there is full adherence to Future Directions Policies and Procedures spot checks and audits will be conducted and the findings produced in a clearly timescaled action plan	30 th June 2016