

## Custodial Operations Policy and Procedures

# 16.8 Health centre security

### Policy summary

Ensuring an internal system of control, supervision and accountability is important in correctional centre Health Centres in reducing the risk of:

- violence directed at personnel, visitors and other inmates
- theft, loss, or diversion of needles, syringes, clinical equipment, and medication.

A periodic review of Health Centre security is essential to identify any risks, assess them and implement remedial strategies for continuous improvement of Health Centre security.

### Management of Public Correctional Centres Service Specifications

Service specification	Safety and security
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## Scope

This policy and procedures applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW).

It also applies to all CSNSW employees, Justice Health & Forensic Mental Health Network (JH&FMHN) employees and where relevant to other personnel such as, contractors, subcontractors, and visitors.

For Security & Intelligence (S&I) staff, this policy must be read in conjunction with S&I Local Operating Procedures (LOPs).

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# 1 Health centre security

## 1.1 Policy

Governors must ensure a system of internal control, supervision, and accountability exists that reduces the risk of:

- violence being directed at personnel, visitors, and inmates in the health centre
- theft, loss, or diversion of needles, syringes, clinical equipment, and medication.

Health Centre security must be periodically reviewed jointly with JH&FMHN to identify security risks, assess them, and then implement remedial strategies if necessary.

## 1.2 Custodial supervision in the health centre

One or more correctional officers must always supervise inmates who enter the health centre. The officer(s) must ensure each inmate has their identification card and their identity checked before they enter the health centre:

- bags and other items must not be taken into the health centre
- inmates leaving the health centre must be 'pat' searched and scanned with a hand held metal detector when practicable (if a metal detector is available).

The Governor, Nursing Unit Manager (NUM), Nurse Manager or their nominated representative must participate in a security risk assessment to agree on the maximum number of inmates allowed in the health centre at any one time. The number may vary throughout the day depending on the circumstances.

## 1.3 Administering schedule 8 medications at the health centre

When only one nurse is available to administer medication, a correctional officer will act as a witness to the administration of the Schedule 8 medication (**refer to COPP section 6.8 Medications**), including:

- validating the inmate's identity against the inmate's identification card
- observing the medication being removed from the safe
- observing the preparation of the medication for administration
- when necessary, countersigning the Schedule 8 drug register as a witness
- watching the inmate consume the medication as directed by the nurse (if the inmate does not comply, the correctional officer must order the inmate to comply, if the inmate is still not compliant, the correctional officer must write and submit a misconduct report)
- searching the inmate to ensure the medication has not been diverted (if the correctional officer suspects the medication has been diverted, the officer must monitor the inmate and inform the nurse-on-duty).

If it is necessary to use force, its application must be consistent with clauses 131; 132 and 133 of the *Crimes (Administration of Sentences) Regulation 2014*; and **COPP section 13.7 Use of force**.

When witnessing or co-signing for the administration of medication as described here, a correctional officer is not bound by the professional obligations that apply to qualified nursing staff. Consequently, the correctional officer is not accountable or responsible for the drug's issue or its effect.

**Note:** Refer to subsection **1.4 Additional controls when administering methadone and buprenorphine preparations** of this policy for additional controls that apply when methadone or buprenorphine is being administered.

## 1.4 Additional controls when administering methadone and buprenorphine preparations

JH&FMHN has their own policy and procedures to follow when administering methadone and buprenorphine preparations. They include several controls to minimise the risk of diversion (**refer to COPP section 6.4 Opioid substitution treatment**).

To support JH&FMHN minimise the risk, and in addition to the controls set out in subsection **1.3 administering Schedule 8 medications at the Health Centre** of this policy, the supervising correctional officer(s) must, before dosing:

- ensure the inmate is not carrying anything in their hands or in their pockets except their identification card
- visually check the inmate's mouth ensuring it is empty (dental prostheses must be removed)
- pat search the inmate with particular checks of collars, sleeves, pockets, and hands.

**Note:** Female inmates are only to be pat searched by officers of the same gender. However an officer of any gender may request an inmate to turn out their pockets and surrender any property on their person for visual inspection.

## 2 Syringe security

### 2.1 Policy

In this section, a syringe means both the syringe and needle. To comply with section 253D of the *Crimes (Administration of Sentences) Act 1999*, the Governor must authorise JH&FMHN to bring syringes into the correctional centre for the health centre. This may be done once in writing with a copy retained at the health centre as an audit record.

Further, the Governor must ensure that an authorised officer is responsible for registering all new stocks of syringes received to the centre including weekly syringe audits with a report submitted to the Manager of Security (MOS) or Delegated officer as part of the weekly Daily Security Reporting (DSR) report to the Governor (**refer to COPP section 16.14 Daily security reporting**).

If procedural requirements differ from procedures set out in this policy, a Local Operating Procedure must be implemented in consultation with Justice Health & Forensic Mental Health Network Committee (**refer to COPP section 21.9 Correctional Centre Governance Structures**).

## 2.2 Procedures for stock-take and syringe audits

	Procedure	Responsibility
1.	Must be present when practicable at the Health Centre when all new stocks of syringes are received or ensure JH&FMHN staff provide a record of new stock to update the syringe register.	Authorised officer
2.	Ensure the register is validated after the new stock is added.	Authorised officer
3.	Ensure syringes are locked in a syringe bulk store with controlled, restricted access.	Authorised officer
4.	Ensure there is a weekly stock-take of the syringe bulk store check. The stock-take will be scheduled for a time suitable to the operations of both the health centre and the correctional centre.  In smaller correctional centres, the Governor may vary the frequency of stock-takes after consulting the NUM or Nurse Manager.	Authorised officer
5.	Ensure that adequate controls are in place to reduce the risk of in-use sharps' containers or their contents being stolen.	Authorised officer
6.	Ensure that adequate controls are in place to securely store and account for stocks of used syringes and used sharp's containers while they are awaiting disposal.	Authorised officer
7.	Limit the use of needles and syringes taken into the accommodation units.  Ensure that inmates attend the health centre for administration of injectable medications.	Authorised officer

### 3 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

### 4 Definitions

COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
DSR	Daily Security Reporting
Health Centre	For the purpose of this policy, any hospital or clinic within a correctional centre managed by Justice Health & Forensic Mental Health Network
JH&FMHN	Justice Health & Forensic Mental Health Network
LOPs	Local Operating Procedures
Medication	Describes a drug, medicine, pharmaceutical preparation (including a compounded preparation), therapeutic substance, or vaccine
MOS	Manager of Security
NUM	Nursing Unit Manager
S&I	Security and Intelligence, a branch of CSNSW
Schedule 8 Medications	Categorised as a 'Controlled Drug' also known as a drug of addiction

## 5 Document information

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**Business centre:** Custodial Operations

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**Approver:** Kevin Corcoran

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**Date of effect:** 16 December 2017

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**EDRMS container:** 18/7579

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<b>Version</b>	<b>Date</b>	<b>Reason for amendment</b>
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1.0		First publication (Replaces section 12.1.11 of the <i>superseded Operations Procedures Manual</i> )
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1.1	12/03/20	General formatting update and improvements
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