

## Custodial Operations Policy and Procedures

### 3.10 Aged and frail inmates

#### Policy summary

This policy provides a framework and procedures for the care and management of aged and frail inmates, and aims to assist all CSNSW employees to do so consistently and effectively. The individual circumstances of each inmate must be considered when making decisions under this policy.

The number of aged and frail inmates in custody is increasing. To allow this group to maintain their dignity and respect in a humane and appropriate environment, a range of strategies are available, including placement in a care program or access to additional living resources.

#### Management of Public Correctional Centres Service Specifications

Service specification	Decency and respect Safety and security
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## Scope

This section applies to all correctional centres and other facilities administered by or on behalf of CSNSW, all CSNSW employees, and where relevant to other personnel such as JH&FMHN, contractors and subcontractors.

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# 1 Aged and frail inmates

## 1.1 Policy

An inmate is considered to be aged and frail if they have:

- difficulty with daily living activities (e.g. showering, following instructions or completing programs due to physical or sensory disabilities, or deteriorating mental faculties)
- mobility issues that restrict access (e.g. to cells, visits areas or work, or create a falls risk)
- a need for assistive devices to manage sensory or physical disabilities
- a need for alternate accommodation options, including transfer to a specialised unit or in current placement (e.g. access to a ramp or bottom bunk), **and**
- these issues are caused by deteriorating health issues and age (45 years or older for Aboriginal inmates, or 55 years or older for non-Aboriginal inmates).

Both aspects of aged and frail must be met. Many inmates over 55 years are in good health with no sensory, physical or cognitive impairments, and should not be referred for aged care support.

CSNSW staff must refer any inmate they believe to be aged and frail according to the above criteria for appropriate supports. Aged and frail inmates can be referred to Statewide Disability Services (SDS) and/or the Aged Care Bed Demand Committee for aged care support.

## 1.2 SDS

SDS assesses the physical, mobility and sensory impairments of an inmate and can provide information on assistive devices. SDS also provides advice, training and consultation for employees in relation to services, management and programs.

Any CSNSW employee who believes an inmate meets the aged and frail criteria must make a referral to SDS if one has not already been made. This is done via the Offender Integrated Management System (OIMS) Disability Screen in accordance with the ***Custodial Operations Policy Procedures (COPP) section 6.9 – Inmates with Disabilities***.

All referrals are prioritised based on the information entered into the 'comments' section on the Disability Screen; this information must be accurate and reflect all current issues.

Once a referral has been made, SDS will follow up depending on the request and the needs of the inmate. SDS may also ask field staff to investigate further and provide assessments or other relevant information.

Contact details for SDS are: SDS Roundhouse, Long Bay Correctional Complex, phone: (02) 92892136, fax: (02) 92892134, or email [SDS-OSP@dcj.nsw.gov.au](mailto:SDS-OSP@dcj.nsw.gov.au).

### 1.3 Procedure for referral to SDS

	Procedure	Responsibility
1.	Check OIMS Disability Screen to see if a referral has been made.	Referring officer
2.	If a referral is listed but not confirmed contact SDS via email ( <a href="mailto:SDS-OSP@dcj.nsw.gov.au">SDS-OSP@dcj.nsw.gov.au</a> ) for an update.	Referring officer
3.	If no referral listed, enter a referral via the OIMS Disability Screen. Ensure information entered into the OIMS Disability Screen 'Comments' section is accurate and reflects all current issues.	Referring officer

### 1.4 ACBDC

The ACBDC reviews referrals and recommends appropriate assessment and/or suitable placement options. It is made up of representatives from Justice Health and Forensic Mental Health Network (JH&FMHN) and CSNSW, including Manager SDS, Long Bay Hospital (LBH) and Metropolitan Special Programs Centre (MSPC) 1 Custodial Management, meeting twice monthly or more frequently if necessary.

Placement options include:

- Specialised units – Kevin Waller Unit (KWU), Aged Care Rehabilitation Unit (ACRU) or Medical Sub-Acute Unit (MSU)
- Transfer to LBH or another correctional centre for assessment
- Gaol of Classification –
  - for further assessment
  - with additional equipment, supports or specific internal placement recommendations e.g. a ground floor cell, or
  - with no change to current management.

All referrals to the Committee should be discussed with the Nursing Unit Manager (NUM) beforehand and must be accompanied by a Basic Aged Care Assessment Tool (BACAT) and Falls Risk Assessment (FRA).

A BACAT can be completed by any CSNSW employee, while an FRA must be completed by JH&FMHN staff qualified to do so.

The OIMS Disability Screen must be checked when referring an inmate to the Committee. If no disability already listed, staff must also make a referral to SDS.

### 1.5 Procedure for referral to ACBDC

	Procedure	Responsibility
1.	Consult JH&FMHN and NUM.	Referring officer
2.	Complete a BACAT and FRA of the inmate in conjunction with qualified JH&FMHN staff.	Referring officer



	Procedure	Responsibility
3.	Send referral via email to the Aged Care Bed Demand Committee, including the BACAT and FRA.	Referring officer
4.	Arrange for referring officer to be informed of the Committee's decision.	Service Director, LBH
5.	Record Committee's decision on inmate's OIMS case notes.	Cluster Manager, OS&P at MSPC 2

## 1.6 Placement in a mainstream correctional centre

If an aged and frail inmate is placed in a mainstream correctional centre, the Functional Manager (FM) Accommodation at the centre must consider:

- Physical aspects of the unit the inmate is placed in e.g. ground floor
- Access to adjustments e.g. grab rails near shower
- Ease of access to different areas of the correctional centre e.g. visits
- Whether there is a wheelchair or walking frame accessible cell available (if the inmate requires a wheelchair or walking frame)

Additional living resources may also be supplied as required e.g. extra winter/warm clothing and blankets.

For more detailed information on placement considerations and living resources refer to the *Offender Management and Programs Placement and Management of Aged and Frail Inmates (Joint Policy with JH&FMHN)*.

Aged and frail inmates may benefit from a shared cell placement. Refer to **COPP section 5.2 Inmate Accommodation** for more information. Peer-support trained inmates or inmates with previous experience in aged health care may also be able provide assistance to aged and frail inmates.

Some correctional centres have areas set aside to house aged and frail inmates exclusively. These areas have been modified to meet physical requirements and provide access to required additional living resources.

## 2 Additional requirements and support

### 2.1 Equipment

Equipment and assistive devices may be supplied by SDS, JH&FMHN or EnableNSW. EnableNSW is the approved service provider responsible for NSW Health disability support and other assistance programs, providing equipment and services to assist with mobility, communication and self-care.

All items must be approved by the Manager of Security (MOS) before being brought into the centre.

If an inmate requires wheelchair transportation, CSNSW staff are to push the inmate in the wheelchair as necessary.

## 2.2 Procedure for equipment

	Procedure	Responsibility
1.	Contact SDS for information on requesting equipment – <a href="mailto:SDS-OSP@dcj.nsw.gov.au">SDS-OSP@dcj.nsw.gov.au</a> . Discuss requests for medical equipment with the local clinic or GP.	FM
2.	Obtain equipment approval from MOS and record in the inmate's Case Management File (CMF), before requesting equipment.	FM
3.	For individual inmates in their cells, register items on the OIMS Property List accordingly – <b>SDS</b> – as a loan with code 'SDS' and record on OIMS Disability Screen <b>JH&amp;FMHN</b> – as a loan with code 'JHE' <b>EnableNSW</b> – as the inmate's personal property with code 'MED' For items for whole group use from SDS record on SDS Transfer Form and document in the SDS Equipment Register.	FM
4.	If an item requires maintenance or repair, refer to JH&FMHN.	FM
5.	At the time of the inmate's release: Equipment from SDS and JH&FMHN must be collected and returned to the provider. (Refer to <b>COPP Section 6.9 Inmates with Disabilities</b> for further detail). Equipment from EnableNSW is issued permanently and may be taken home by the inmate.	Releasing officer

## 2.3 Access to work, education and programs

If work and/or programs are found to be unsuitable for an aged and frail inmate, the inmate is to be provided with any necessary adjustments, for example, reduced working hours, or with meaningful leisure activities as an alternative.

SDS may provide advice on adapting programs or work for aged and frail inmates as part of a follow up after referral. Corrective Services Industries (CSI) may also provide advice on the suitability of work for aged and frail inmates.



## 2.4 Procedure for work, education and programs for aged and frail inmates

	Procedure	Responsibility
1.	Identify any requirements for participation in work, education and/or programs, considering any advice from SDS.	FM
2.	Record requirements on the inmate's CMF.	FM
3.	Inform Services and Programs Officers (SAPOs) of the inmate's requirements.	FM

## 3 Escorting aged and frail inmates

### 3.1 Escorts

Aged and frail remandees must be transported from police or court cells to a remand centre as a matter of priority.

Vehicles specifically designed for transporting aged and frail inmates should be used for access to court cells and transport between Surry Hills or Amber Laurel and correctional centres. Court Escort Security Unit (CESU) can provide advice on the availability of these vehicles and can be contacted on [REDACTED]

Inmates are permitted to take approved mobility aids with them for non-ambulatory escorts.

Special Transport Certificates covering whole of sentence may be provided to aged and frail inmates where required. CESU receives a special transport consideration form from JH&FMHN and then enters an alert in OIMS.

### 3.2 Procedure for escorts

	Procedure	Responsibility
1.	Arrange for the prompt transfer of non-ambulatory inmates from police or court cells.	OIC police/court cells
2.	Contact CESU to arrange use of aged and frail inmate transport vehicles if necessary.	OIC police/court cells
3.	Check OIMS for Special Transport Certificate.	Escort officer
4.	Check any transport restrictions with JH&FMHN prior to any non-ambulatory escort.	Escort officer



## 4 Quick links

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

## 5 Definitions

ACRU	Aged Care Rehabilitation Unit – located at LBH, has 15 beds and provides high level care to male and female inmates of all classifications. It has JH&FMHN nursing staff on duty 24/7.
BACAT	Basic Aged Care Assessment Tool
CESU	Court Escort Security Unit
CMF	Case Management File
CSI	Corrective Services Industries
CSNSW	Corrective Services NSW
EDRMS	Electronic Document and Records Management System
FM	Functional Manager
FRA	Falls Risk Assessment
JH&FMHN	Justice Health and Forensic Mental Health Network
KWU	Kevin Waller Unit – located at Long Bay Correctional Complex, has 23 beds and provides low to medium level care for male inmates of all classifications. It has JH&FMHN nursing staff on seven days a week.
LBH	Long Bay Hospital
MOS	Manager of Security
MSU	Medical Sub-Acute Unit
NUM	Nursing Unit Manager
OIMS	Offender Integrated Management System
SAPOs	Services and Program Officers
SDS	Statewide Disability Service

## 6 Document information

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1.1	12/03/20	General formatting update and improvements
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