



OPERATING PROCEDURE	Nicotine Replacement Therapy Provision for Justice Health Service clients
OPERATING PROCEDURE NO.	D41.1
SCOPE	Alexander Maconochie Centre

PURPOSE

To provide instructions to ACT Corrective Services (ACTCS) staff working at the Alexander Maconochie Centre (AMC) on the supply, provision and recording of nicotine lozenges and patches to detainees who are receiving Nicotine Replacement Therapy (NRT) support through Justice Health Service.

SCOPE

This Operating Procedure applies to detainees at the Alexander Maconochie Centre (AMC) who are under the health care of Justice Health Services (JHS) and new reception detainees in the Court Transport Unit (CTU).

Winnunga Nimmityjah Aboriginal Health and Community Services (Winnunga) will issue NRT to their clients. Detainees who are clients of Winnunga must receive their NRT from Winnunga and are not within the scope of this Operating Procedure.

In this document, NRT relates to nicotine patches and lozenges only. For any other medications for quitting smoking, a medical prescription is required and must be managed directly by Justice Health Services (JHS) or Winnunga.

PROCEDURES

1. Transition Period

- 1.1. During the transition to smoke-free, existing detainees have access to NRT lozenges in accordance with Commissioners Instruction Nicotine Lozenge Provision at the Alexander Maconochie Centre (AMC).
- 1.2. Existing detainees, who are not clients of Winnunga can request to participate in the funded 12-week NRT program at any time during the transition period.

2. New Reception Detainees

- 2.1. Individuals taken into custody in the Court Transport Unit (CTU) can be provided with nicotine lozenges to ease withdrawal symptoms.
- 2.2. Correctional officers at the Court Transport Unit (CTU) must inform new reception detainees about the Smoke-Free Policy and that they can request to go on the NRT program during their admission interview at Admissions.

2.3. If a new reception detainee requests to be on the NRT program during the admissions process the Admissions officer must:

- a. provide the detainee with sufficient NRT to last them until the regular distribution takes place on Sunday and
- b. email JHS at #chs-justicehealthservices_primarycare@act.gov.au and amcexecsupport@act.gov.au with the name and PID of the detainee.

JHS will notify ACTCS if any detainee should be managed by them (i.e., if pregnant or under 50kg).

3. NRT Commencement

3.1. The funded 12-week NRT program will commence upon the smoke-free go-live date.

3.2. ACTCS will be responsible for the provision of NRT lozenges and patches to JHS detainees on the NRT program.

3.3. Upon the smoke-free go-live date, JHS will provide ACTCS with a bulk list of detainees who are registered for NRT.

This list will include:

- c. the detainee’s name
- d. the detainee’s date of birth
- e. current NRT dosage (i.e., patches 14/21mg, lozenges 2/4mg).

3.4. After the smoke-free commencement date, all new reception detainees or existing detainees can request to participate in the 12-week NRT program by asking any ACTCS staff member.

3.5. The ACTCS staff member who received the request, must email amcexecsupport@act.gov.au and JHS at #chs-justicehealthservices_primarycare@act.gov.au with the name and PID of the detainee. JHS will notify ACTCS if any detainee should be managed by them (i.e., if pregnant or under 50kg).

3.6. AMC Executive Support staff will receive emails regarding the new detainees to be added onto the NRT list.

3.7. AMC Executive Support staff must create a new Alert in CORIS (Medical - NRT Recipient – see below screenshot) for any new addition and record the following information:

- a. the NRT type
- b. the date the detainee started on NRT
- c. the end date of their 12-week funded NRT provision.

Offender Alerts

Alert/Concern Type:

Medical*

VIEW ACTIVE ALERTS

Medical!*	Start Date*	End Date	Comments	Alert Created By
NRT Recipient	16/02/2023	11/05/2023	Patches - 21mg 1 Per Day Lozenges - 4mg 10 Per Day Spell Check 51/1000	Steen, Michael (CC)

- 3.8. AMC Executive Support staff will generate an NRT Recipient report from CORIS every Friday and forward this list to #jacscustodialofficerchangeofduty@act.gov.au.

4. Storage of NRT

- 4.1. ACTCS will order NRT through Canberra Health Services and will store this at Bulk Stores.
- 4.2. NRT stock must be securely stored in accordance with the products' requirements, by ACTCS.
- 4.3. Weekly NRT supply may be delivered to the operations building from stores on a Friday.
- 4.4. Weekly NRT supply may be distributed from the operations building to the accommodation areas.
- 4.5. Individual accommodation areas must maintain a small supply of NRT.
- 4.6. If an accommodation area requires more stock, the Correctional Officer Grade 2 (CO2) for that area must contact Detainee Services/stores and request additional supplies.

5. Issuing NRT to Detainees

- 5.1. Correctional officers will issue a weekly supply of NRT to detainees on Sundays, using the most effective method for each specific accommodation area. Wherever possible, detainees should receive their NRT before lunch lock-in. Individual detainee circumstances must be considered for provision after this time (visits, programs, education, etc).
- 5.2. Prior to issuing NRT to the detainee, the correctional officer must check the detainee's record in CORIS or the provided spreadsheet, to determine if they are participating in the 12-week NRT program. This information will be flagged in red on the top left of the offender's CORIS profile.

NRT Recipient

- 5.3. If the detainee does not have an Alert active, and believes they are meant to receive NRT, the correctional officer must ask if they are a Winnunga client. If so, the detainee must be directed to speak with Winnunga staff. If not, they can speak with Justice Health to request access to the NRT program.
- 5.4. When issuing NRT of any type to a detainee, the correctional officer must case note the following information in CORIS:
- a. time and date when the NRT was provided
 - b. any concerns raised by the detainee.
- 5.5. Any detainee who has questions or concerns related to withdrawals or requests further information about tobacco cessation can be directed to:
- a. contact *Quitline*
 - b. brief intervention support
 - c. speak to Quit Champions; or
 - d. speak to JHS or Winnunga.

6. NRT Misuse

- 6.1. Correctional officers must monitor and report any suspicious activities or unusual behaviour they observe which may indicate NRT misuse.

- 6.2. Misuse of NRT includes but is not limited to:
- a. sharing, trading or using NRT as currency
 - b. being in possession of another detainee's NRT
 - c. stockpiling NRT
 - d. intimidation tactics
 - e. wearing more than one patch at a time
 - f. consuming excessive quantities of lozenges
 - g. tampering with and using NRT in a manner that is not intended such as smoking, melting/dissolving patches.
- 6.3. Where it is suspected that a detainee has misused or tampered with their NRT a Security Information Report must be submitted via [Security Intelligence Report Register - New Item \(sharepoint.com\)](#) or the Intelligence Reporting button on SharePoint.



- 6.4. The Correctional Officer must provide a warning to the detainee, and this warning should be case noted.
- 6.5. If misuse is ongoing, consideration may be given to remove the detainee from the NRT program.
- 6.6. Where there are indications or reasonable suspicions of misuse within an accommodation area, it is essential to closely monitor and manage the situation. In these situations, consideration may be given to provide NRT to detainees in this area on a daily basis.
- 6.7. If a detainee is confrontational or violent at any time through the process, the correctional officer is to submit an incident report as an initiation of a discipline process, outlining the specific information leading to the incident (denial of provision/removal from program).

7. Escorts

- 7.1. Detainees on single day escorted leave or when going to court are permitted to bring a day's supply of lozenges with them.
- 7.2. Detainees on multi-day leave are permitted to bring sufficient NRT patches and lozenges for the period of the escort.

RELATED DOCUMENTS

- Smoke-Free Policy
- Detainee Discipline Policy

A large, stylized handwritten signature in black ink, appearing to read "James Taylor-Dayus".

James Taylor-Dayus
A/g Assistant Commissioner Custodial Operations
ACT Corrective Services

July 2023

Document details

Criteria	Details
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Version no.	Date	Description	Author
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