

# trust policies...

## Age Appropriate Admission Policy

**This policy applies to Mental  
Health and Learning Disabilities  
Staff**

## Document control page

Policy number	ProfPrac/R/015
Name of policy	Age Appropriate Admissions
Names of linked procedures	Age Appropriate Admissions
Accountable Director	Chief Nurse/Director of Operational Clinical Services.
Author with contact details	Named Nurse Safeguarding Children MH/LD
Status (draft/ratified)	Ratified
Ratifying Committee/ date	Audit Committee July 2015
Review date	July 2018
Brief description of changes following review	The policy has been brought up to date in line with present practice and guidance for young people admitted to adult wards and the great reduction in such occurrences.
Equality Impact Assessment	The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. This Policy has been Equality Impact Assessed and does not discriminate.

## Version control

Version number	Development Timeline	Date
0.1	PRG	May 2015
0.2	JWG	June 2015
3.0	Final version	July 2015

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## **1. Introduction**

- 1.1.** All children and young people are best accommodated within age appropriate services. This is in accordance with the Mental Health Act Code of Practice This policy caters for the exceptional emergency circumstances when consideration is being given to admitting a child / young person 16-18 years of age to an adult ward. The decision will be taken after consultation with an Executive Director or Deputy / Manager on Call. Please refer to the comprehensive flowchart in section 2 of this Policy that sets out the decision making process.  
This policy must be read in conjunction with the Age Appropriate Admission Procedure.
- 1.2.** If the Trust is approached with a view to a child under 16yrs of age being admitted, this will be dealt with by the Executive Director or Deputy / Manager on Call on call who will advise regarding the alternatives available. Young people under 16 must not be admitted to an adult ward unless all other alternatives have been exhausted. Whenever possible children requiring admission are admitted to Fairhaven or to a unit that provides age appropriate services.
- 1.3.** This policy must be read in conjunction with the Safe and Appropriate Care for Young People on Adult Mental Health Wards (2009), the Code of Practice to the Mental Health Act (1983) and the Mental Health Act (2007). These reflect the legislation, standards and markers of good practice in the documents, please refer to the Age Appropriate Admissions Procedure.

## **2. Purpose**

- 2.1.** There are exceptional circumstances when admission to an adult ward may need to be considered. This policy covers those exceptional circumstances The report on the implementation of Standard 9 of National Service Framework for Children, Young People and Maternity Services identified as a priority that by 2009, “no children under 16 are admitted to adult wards and all older adolescents requiring inpatient treatment are admitted to a specialist Child and Adolescent Mental Health Service (CAMHS) unit, unless for reasons of maturity and independence, they prefer to be admitted to a ward specialising in treating young adults”.
- 2.2.** This policy covers young people up to age eighteen. However, consideration must always be given to services available from Children’s Social Care, Educational Establishments, Home Treatment Team, Early Intervention Team CAMHS Teams, as alternatives to admission. If this is not possible admission to Fairhaven or an out of Borough child and adolescent mental health unit must always be explored.

- 2.3.** The Mental Health Act (MHA) Code of Practice states that if a young person is to be compulsorily admitted to hospital, proper consideration must be given to which is the most appropriate Act to use, the Mental Health Act (1983 amended 2007) or the Children Act (1989 and 2004). Professional staff responsible for making such decisions must be aware of the relevant statutory provision and have access to competent legal advice. A Mental Health Assessment must be completed on all occasions for young people admitted to an adult ward. If the Mental Health Act is not applicable, consideration needs to be given to the individual's mental capacity and the Mental Capacity Act 2005 utilised for those over the age of 16 who may lack the mental capacity to agree to an informal admission. A Best Interest Assessment – Children Act 1989 must also be considered. The case records must detail the assessments.
- 2.4.** Advice and support will be available to staff from the Trust Safeguarding Team including the Named Doctors for Safeguarding Children and Adults.
- 2.5.** Ward settings must be single sex with single bedrooms and also have:
- 2.5.1. Staff that have had an Enhanced Criminal Record and Barring Checks.
  - 2.5.2. Staff that have been trained up to Level 2 Safeguarding Children
  - 2.5.3. The minimum levels of observation required must be 1:1 with higher levels as risk intensifies i.e. if other patient(s) are known to pose a risk. This will be negotiated with CAMHS or the Assistant Director for Operations.
  - 2.5.4. Resources to ensure appropriate level of staff to observe and risk manage young people.
  - 2.5.5. An allocated named nurse to the young person. The named nurse will have received a training package in the care of young people and will be responsible for liaising with CAMHS.
  - 2.5.6. Appropriate recreational facilities to include educational facilities where determined by care plan.
  - 2.5.7. Appropriate visiting facilities for family members and siblings, as per Trust Child Visiting Policy.

### **3. Development**

This policy was developed in line with the procedure for the development and ratification of policy and procedure and is in line with all national and local policy, guidance and recommendations for safeguarding children.

All relevant stakeholders were consulted during the development of this policy.

#### **4. Definition of Key Terms**

**4.1. Child** - The Children Act 2004 stipulate that a child is anyone who has not yet reached their 18th birthday.

**4.2. Safeguarding** - Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

#### **5. Duties**

##### **5.1 Managers and Staff in Charge of Shift**

5.1.1 Managers at all levels are responsible for ensuring that staff are aware of the location of this policy, any amendments, and related policies.

5.1.2 Managers are also responsible for keeping staff up to date about any changes to this policy.

5.1.3 Staff must adhere to this policy and the Local Safeguarding Children Board Policies and Procedures and notify Children's Social Care.

5.1.4 A copy of the Age Appropriate Admission Checklist (situated in the Age Appropriate Admission Procedure Appendix 2) must be completed by a senior member of the ward staff and forwarded to the Named Nurse for Safeguarding Children. An Electronic Safeguarding Children Communication Form (ECF) , or an update if child already known, must be submitted to the Safeguarding Children 5BP mailbox.

5.1.5 The Person in Charge requesting the admission will notify the Trust Senior Manager of the admission in order that a coordinated assessment from CAMHS and adult mental health services is completed.

5.1.6 The ward staff will contact the Person in Charge for CAMHS for the area the child is normally resident.

5.1.7 The Person in Charge will check if the case is known/ open to CAMHS and ensure adequate information sharing takes place with the ward staff.

- 5.1.8 CAMHS services will remain involved as a source of consultation for the duration of the in-patient episode including advice on discharge planning. CAMHS is available from 9am to 5pm Monday to Friday. CAMHS on-call will be available for consultation.
- 5.1.9 CAMHS currently offers an out of hours (24/7) service for young people up to aged 16 presenting as psychiatric emergencies. The Crisis Team offer additional support for out-of-hours emergencies.
- 5.1.10 The Person in Charge will check if the case is known/ open to Children's Social Care and ensure adequate information sharing takes place with the Social Worker who must be involved in all reviews and decision making in relation to leave and discharge planning
- 5.1.11 All admissions of young people under 18yrs of age are reported through the Trust's Incident Reporting Procedure as a Serious Incident. A Fast Track notification must be initiated by the clinician/manager accepting the admission to the adult ward. An Electronic Safeguarding Children Communication Form (ECF) must be sent to the safeguarding children team if the young person has not previously been known to the team or an update if previously known.
- 5.1.12 The Fast track must be updated daily giving a position status on the young person's admission.

## **5.2 Notification of Admission**

- 5.2.1. All young people will be admitted for the shortest possible time, with alternatives to admission being considered on a daily basis with a review to transfer to Fairhaven Young Person Unit where appropriate.
- 5.2.2. The relevant Local Authority (Children's Targeted Services) must be informed of the admission to the Adult ward.
- 5.2.3. The Named Nurse for the Trust will notify the Designated Nurse for the Clinical Commissioning Group
- 5.2.4. If there is a conflict of opinion regarding an admission a discussion to ensue must take place with a Senior Manager, Assistant Director for Operations or above and Consultant.

## **5.3 Leave and discharge**

- 5.3.1. Leave and discharge planning meetings will be held with all the relevant professionals, staff from Children's Social Care involved with the young person and their family

## **5.4 Education**

- 5.4.1. The Local Education Authority is bound to make provision for young people

up to the statutory school leaving age, but consideration needs to be given to on-going educational needs if the young person is at college with this being built into care plans.

- 5.4.2. CAMHS are responsible for assisting with the educational provisions of a young person if required.

## 5.5. Training

All staff must refer to the Trust Training Strategy and identify and be compliant to the levels of training relevant to their needs including safeguarding children training.

## 6. Monitoring Compliance

Minimum requirements to be monitored	Process for monitoring e.g. audit	Responsible individual, group or committee	Frequency of monitoring	Responsible individual, group or committee for review of results	Responsible individual, group or committee for development of action plan	Responsible individual, group or committee for monitoring of action plan
Numbers of admissions of young people under 18 years	Completion of Appendix 1	Ward Staff	Annual	Safeguarding Governance Group	Safeguarding Governance Group	Trust Board
Numbers of admissions of young people under 18 years	Annual Report	Safeguarding Service	Annual	Safeguarding Governance Group	Safeguarding Governance Group	Trust Board



## **7. References**

- HM Government (2015) Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children.
- HM Government (2006) What To Do If You Are Worried A Child Is Being Abused.
- Office of the Children's Commissioner (2007) Pushed into the Shadows – Young People's Experience of Adult Mental Health Facilities
- Royal College of Psychiatrists (2009) Safe and Appropriate Care for Young People on Adult Mental Health Wards - Pilot programme report

## **8. Associated documents**

- Age Appropriate Admission Policy
- Care Planning Approach Documentation
- Child Visiting Policy and Procedure
- Local Safeguarding Children's Boards (LSCBs) Procedures
- Mental Health Act, Code of Practice (2015)
- The Trust Safeguarding Children and Young People Policy 2010.2015
- The Trust Information Governance Policy
- The Trust Information Sharing Policy
- The Trust Incident Reporting Policy