

trust procedures...

Age Appropriate Admission Procedure

**This procedure applies to Mental
Health and Learning Disability**

Document control page

Procedure number	PP/R/P/015
Name of Procedure	Age Appropriate Admission Procedure
Name of linked Policy	Age Appropriate Admission Policy Safeguarding Children and Young People Policy
Accountable Director	Chief Nurse/Director of Operational Clinical Services
Author with contact details	Named Nurse Safeguarding Children
Status (draft/ ratified)	Ratified
Ratifying Committee/ date	Audit Committee July 2015
Review date	July 2018
Brief description of changes following review	The procedure 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 Procedure has been Equality Impact Assessed and does not discriminate.

Version control

Version number	Development Timeline	Date
V2.0	Previous Final Version	Nov 2010
V2.1	PRG Version	May 2015
V2.2	JWG Version	June 2015
V3.0	Final version	July 2015

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1. Introduction

- 1.1** The Age Appropriate Admissions Procedure supports the Age Appropriate Admissions Policy on the management of young people aged 16 – 18 years admitted to Adult Mental Health wards.
- 1.2** If a young person admitted was pregnant then consideration would need to be given around the unborn infants safety and welfare and the need to safeguard.

2. Procedure Details

2.1. Requirements

- 2.1.1. Adult mental health wards will provide age/developmentally appropriate physical facilities
- 2.1.2 Staff on adult inpatient units will have Criminal Record and Barring Checks Enhanced Disclosure & Barring checks.
- 2.1.3. Staff will receive appropriate levels of Safeguarding Children Training. Such requirements are identified and inputted onto OLM –personal training records will reflect attendance and compliance
- 2.1.4. All recommendations as set out in the Adult Acute Inpatient Mental Health Services (AIMS) with regard to safeguarding will be adhered to.
- 2.1.5. Ward staff will ensure that there is a routine that will allow the young person's social, personal and educational development to continue in such a way that reflects their age and cognitive development.
- 2.1.6. The Trust Child Visiting Policy must also be adhered to in terms of ensuring safeguarding principles are in place when visiting takes place both on and away from the ward.

2.2. Admission and Notification

- 2.2.1. Staff must adhere to clear pathways regarding referrals both in and out of hours
- 2.2.2. Staff to be aware of different admission pathways due to variations in the Commissioning arrangements by Borough.
- 2.2.3. The Trusts safeguarding Team must be informed of the admission. This would be in the first instance by telephone and followed up in writing by completing an Electronic Safeguarding Children Communication Form (ECF) , or an update if child already known, submitted to the Safeguarding Children 5BP mailbox

- 2.2.4 At the time of the young person's admission to an adult ward, the audit process will be initiated on completion of the Checklist. Please refer to Appendix 1. This will be forwarded to the Trusts Safeguarding Children mailbox electronically for attachment to the Electronic Safeguarding Children Form and inclusion in the annual report.
- 2.2.5 Enquiry must be made to Children's Social Care to enquire if the young person is known. If known the allocated Social Worker must be informed of the admission.
- 2.2.6 All discussions and decisions reached must be documented in the care records.
- 2.2.7 Children Looked After (CLA) are the responsibility of the Local Authority. They may live with foster carers, other family members or in residential care. It is the responsibility of the nurse in charge to inform Children's Social Care (Social Worker).
- 2.2.8 The Safeguarding Children Team will advise the CCG Designated Nurse of the admission

2.3 Leave and Discharge

- 2.3.1 A leave or discharge planning meeting must be considered prior to the young person's leaving hospital. The professionals involved with the young person and their family including the young person's social worker must be invited to attend.
- 2.3.2 The outcomes of that meeting along with any action plan must be recorded on the discharge planning form. The discharge planning form must be filed in the young person's case notes. Please refer to Appendix 2.
- 2.3.3 If a discharge planning meeting cannot be held for any reason an incident form must be raised and the Named Nurse for Safeguarding Children must be informed.
- 2.3.4 Follow up must happen within 72 hours of the discharge taking place.
- 2.3.5 Where a service user admitted to hospital has a history of self-harm within previous three months, follow up must be undertaken within 48hrs and this must be recorded.

2.4 Education and Activity

- 2.4.1 Wards will ensure that young people have equal access to educational opportunities as their peers, in so far as is consistent with their ability to make use of them, taking their mental state into consideration.
- 2.4.2 Ward staff in liaison with CAMHS must enable the young person to take part

in age appropriate programmes of activity with occupational therapy in order to plan and implement a structured activity and education programme.

2.4.3 They will also provide information about local youth activities and groups as part of their discharge planning.

2.4.4 Receive information on education and employment and offered/signposted to support and contact from Connexions Service who offer expert guidance, advice and support in relation to education and careers.

2.5 Support and Consultation

2.5.1 Throughout the process of a young person's admission to an adult ward, support and consultation will be available from Specialist CAMHS.

2.5.2 Safeguarding support and advice is available from the Named Nurse for Safeguarding Children and or Team members.

2.5.3 Young people must have access to independent advocacy advice and support.

3. Monitoring of Compliance with this Procedure

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

4. 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

5. 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

6. Appendices

Appendix 1 – Admission Checklist

Appendix 2 - Discharge Planning Proforma

Appendix 1

Age Appropriate Admission Checklist

Name
DOB
NHS
GP
Address

Question	Response	Comments
Is the admission to the adult ward:-	Planned or Emergency	
What is the age of the child / young person?		
Is the admission in agreement with the person with parental responsibility?	Yes / No	
If the young person is aged 16 or 17 years is it documented that there is capacity to consent?	Yes / No	
What is the legal status of the child?		
Is it clearly recorded if all measures to secure an appropriate bed were made?	Yes / No	
• Is it documented that the Executive Director or Senior Manager on duty aware and in agreement to the admission?	Yes / No	
• Has the CAMHS Team Manager from the originating Borough been informed?	Yes / No	
• Has the Fastrack been initiated?	Yes / No	
• On the ward is the allocated room for the young person in close proximity to the Nurses Office?	Yes / No	
• Has the privacy and dignity of the child and young person been addressed?	Yes / No	
What is the level of observation?	1:1 2:1 other	
E-Safety	Yes / No	
• Does the young person have access to the internet?		
• Do they have access to a mobile phone?	Yes / No	
• Do other adult inpatients have internet access?	Yes / No	

If the patient has child dependents, have appropriate measures been taken for their care?	Yes / No	State age(s) of dependents:- State whereabouts of dependents:-
Is there a record that all the staff on the admitting adult ward have had an Criminal Record and Barring Checks	Yes / No	
• Is there a record that all the staff on the admitting adult ward have completed:- Level 1 Safeguarding Children training?	Yes / No	
• Is there a record that all the staff on the admitting adult ward have completed:- Level 2 safeguarding children training?	Yes / No	
Is the name of the Consultant or Care Coordinator clearly documented?	Yes / No	Please state name and contact details of the Local Authority
Has an enquiry to the Children's Social Care Department been made?	Yes / No	
Is the allocated Social Worker aware of the admission?	Yes / No	
Has the Trusts Safeguarding Children Team been consulted?	Yes / No	
How is the observation process maintained during the family visit?	Yes / No	
Are there appropriate visiting arrangements / area for family members, including siblings and other young people?	Yes / No	
Have the educational needs of the patient been addressed?	Yes / No	State how:-
Has the child / young person refused to go home?	Yes / No	If yes what actions were undertaken:-
Discharge planning arrangements		
• Has a multi-	Yes / No	
• agency meeting been planned?		
• Has the child / young person been involved in the decision making process?	Yes / No	
• Is there a clear plan of management recorded and filed in the case records?	Yes / No	
• Did all the relevant professional agencies attend the discharge planning meeting?	Yes / No	If not, what actions were undertaken?
• Are the minutes filed in the patient's case records?	Yes / No	

Appendix 2

RTV
Name:
Date of Birth:
NHS Number:

Discharge Planning Proforma for Young Person Admitted to an Adult Ward

HAS A PROVISIONAL DISCHARGE DATE BEEN SET?		YES/NO		
DATE OF DISCHARGE PLANNING MEETING		DATE:		
PROFESSIONALS SUPPORTING CHILD/YOUNG PERSON				
CAMHS				
Educational Welfare Officer				
Youth Offending Team				
Childcare Social Worker				
Child Looked After Nurse				
School Nurse				
Connexions				
Care Coordinator				
Housing				
Young persons substance misuse				
Others				

Agenda Item	Key Discussion	Action	By Whom	Deadline
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Follow Up Arrangements:

Completed By:.....

Designation:.....

Date completed:.....

- Copy to be filed in care records
- Electronic copy to be forwarded to Safeguarding Children Team mailbox
- Copy to be sent to multi agency professionals involved in young persons care.