



SCOTTISH EXECUTIVE

Health Department
Healthcare Policy and Strategy Directorate

Dear Colleague

ADMISSION OF YOUNG PEOPLE FOR TREATMENT OF MENTAL DISORDER TO ADULT MENTAL HEALTH WARDS, PAEDIATRIC WARDS AND GENERAL MEDICAL WARDS

The Mental Health (Care and Treatment) (Scotland) Act 2003 which came into effect on 5 October 2005 places a duty on Health Boards to provide sufficient services and accommodation for all children and young people up to the age of 18 years who require hospital admission for the treatment of mental disorder.

The Act also gives a duty to the Mental Welfare Commission for Scotland to monitor the operation of the Act and to promote best practice. In particular the Commission needs to gather information about individuals under 18 years old who are admitted for the treatment of mental disorder to 'non-specialist' inpatient settings, such as mental health wards for adults or to paediatric or general medical wards. The Commission recently issued the attached guidance to Medical Records Officers about this.

The Scottish Executive Health Department would like to draw this guidance to your attention and to request your assistance, as necessary, in ensuring that the Mental Welfare Commission obtain the information that they need in order to meet this monitoring responsibility. I would ask you therefore to draw this letter to the attention of relevant staff in your organisation.

Your sincerely

IAN GORDON
Director, Healthcare Policy and Strategy

25th November 2005

Addresses

For action

Chief Executives, Health Boards
Chief Executives, Local Authorities
Directors of Social Work/Chief Social Work Officers
Chief Executive, State Hospitals Board for Scotland

For information

Secretary, Mental Welfare Commission for Scotland
Director, Scottish Association for Mental Health
President, National Schizophrenia Fellowship, Scotland
Director, Advocacy Safeguards Agency
Director, Scottish Independent Advocacy Alliance
Scottish Secretary, British Medical Association
Royal College of General Practitioners, Scottish Division
British Psychological Society, Scottish Division
Scottish Board, College of Occupational therapists
Scottish Social Services Council
Scottish Commission for the Regulation of Care
Law Society of Scotland

Enquiries to:

Moira Milligen
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244 2283
Fax: 0131-244 5076

Medical Records Managers

Enquiries to: Eileen Sinclair

Date: 12 October 2005

Dear Colleague

Admission of young people for treatment of mental disorder to adult mental health wards, paediatric wards and general medical wards

The Mental Health (Care and Treatment)(Scotland) Act 2003 places a duty on Health Boards to provide sufficient services and accommodation for all children and young people up to the age of 18 years who require hospital admission for the treatment of mental disorder (section 23).

The Act gives us a duty to monitor the operation of the Act and to promote best practice. We would be very grateful for your assistance in helping us to obtain the information that we need in order to meet this monitoring responsibility. We need information about individuals under 18 years old who are admitted for the treatment of mental disorder to 'non-specialist' inpatient settings; that is to say to mental health wards for adults or to paediatric or general medical wards. We therefore require all Medical Records departments to report all such admissions to the Mental Welfare Commission from 5th October 2005.

A copy of the report form is enclosed and would be grateful if these could be made available in records departments along with instructions highlighting the Commission's need for this information. **A form should be completed for each individual as soon as possible after admission and sent to the Commission.**

In addition we would ask all records departments to make arrangements to provide us with a retrospective report on the numbers of such admissions at quarterly intervals. We will require the first of these reports by 31st January 2006 to cover the period from 5th October 2005 - 3rd January 2006. Thereafter we will require reports by 30th April, 31st July, 31st October and 31st January each year. The reports should cover the three-month period prior to the beginning of the month when the report is made.

Thank you very much for your assistance.

Yours sincerely

Alison McRae
Head of Corporate Services

To be completed by the Hospital Managers

Notification completed by:

Surname

First Name

I confirm that the aforementioned patient was admitted to the care of :

Hospital

Ward / Clinic

on the following date ^{dd} / ^{mm} / ^{yyyy}

The patient's RMO was:

(Please detail RMO's full name and address)

Signed

Job Title

Date ^{dd} / ^{mm} / ^{yyyy}

This form should be sent to -

The Mental Welfare Commission for Scotland
Argyle House
Lady Lawson Street
Edinburgh
EH10 5JY

Tel : 0131 222 6111

