

OA Reablement service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
*	✓	*	*	*	*	*	✓

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ADMISSION TO THE SERVICE

POLICY

To ensure all systems are in place for a smooth admission to the service for all new service users

PROCEDURE

Prior to Admission

1. Where a social worker requests a service, the supervisor will agree the days available for attendance and request information about the service user. An O3B / contact 1 sheet will be required before the service users can commence in day services.
2. The supervisor will arrange a home visit or quality visit to the centre with the service user / family. Where necessary the visit may need to be conducted with other professional or the link worker. This visit will be used to assess the needs of the service user and how to meet them.
3. The prospective service user and or carer will be given a brochure/ service user guide and information relating to the day centre they are due to attend. This will include a copy of the Cumbria County Council complaints procedure. The service user will be asked to sign the appropriate consent forms.
4. A date for the initial attendance will be arranged with the service user, carer, social worker and day centre.
5. Transport will be arranged by the social worker.
6. The supervisor will explain that this is an initial introductory period of four to six weeks.
7. The supervisor will ensure that:
 - Information gathered is recorded on the pre admission paperwork which will be used to form the person centred care plan.
 - A signed O3B / Contact 1 form is in place from the social worker
 - Risk assessments for managing the service user safely are considered and completed where appropriate
 - The person centred care plan is started
 - A signed copy of the back sheet of the service user guide and complaints brochure is in place
 - Medication risk assessment or MM1/MM2 are completed

Date	12/06/12							Issue date
Amendment	1							01/04/06 P&P

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Arrival at the Day Centre

1. The service user will be made welcome by a nominated member of staff and shown around the building including the location of fire exits, toilet facilities, designated smoking area (if appropriate), medication storage facilities and call bell system.
2. The staff member will introduce the service user to other service users, staff and volunteers.

During the First Day

1. The nominated staff member will ensure that the service user is made comfortable and aware of the routine of the day centre, i.e. meal times, activities available.
2. A Manual Handling Risk Assessment will be completed for the service user.
3. Staff to explain that, relatives can contact the centre to arrange visits.
4. The service user should be made aware of whom to contact if they have a problem or are unhappy with the day care centre.
5. New service users will require more time and reassurance to settle in throughout the day.

Review

1. The supervisor will organise a review with the relevant people after the introductory period of four weeks to six weeks.
2. In the event of the placement not being offered, the supervisor will explain the reasons to the service user and social worker.

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