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| OA Day Care | OA Residential Care | Domiciliary Services | DMH Day Services | DMH Supported Living | DMH Residential Services | EIA'd |
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A10 ADMISSION TO THE SERVICE

POLICY

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

PROCEDURE

Pre-admission information needed by the home

1. An individual assessment will be carried out by the manager / supervisor prior to admission. The pre-admission assessment form P14, dietary assessment, Personal emergency evacuation plan form (PEEP) and any risk assessments must be completed.
2. A guideline on dependency levels of prospective service users is available in A10 Appendix 1.
3. The service user, family or advocate must be reminded that all medication must be brought into the home in the original packaging.
4. The manager / supervisor must ensure that prior to admission the following information is obtained from the social worker:
 - Adult and Local Services support plan
 - Social worker assessment documentation
 - Contract of residency that has been signed prior to admission by both parties.
 - Clarification is sought about any gaps in the information
 - Establish whether or not the person is currently receiving other services and if so, contact them to share any relevant information.
5. Setting a date and time for admission into the home is the responsibility of the manager / supervisor and must be arranged with the social worker. It is the social worker's responsibility to arrange the admission with the service user.
6. The supervisor must complete the P14 front sheet and start to complete the P14 person centred care plan and the A10 Appendix 2 admission checklist.

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| Date | 17/12/09 | 27/07/10 | | | | Issue date |
| Amendment | 1 | 2 | | | | 26/05/09 P&P |

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Assisting with settling in

1. On arrival at the home, the new service user shall be made welcome by the staff on duty, addressed by their identified preferred name and shown around the home including where their bedroom is.
2. Staff shall carry out the following:
 - Offer refreshments to the service user and family.
 - Offer to assist the service user with unpacking
 - Complete the A10 Appendix 3 personal possessions checklist and photograph any valuable items if appropriate
 - Inform the service user and family where the manager / supervisor's office is located and how to use the call bell for assistance.
 - Offer the service user and / or family time to reflect and settle in.
3. Ensure the service user's supplied medication is correct and is recorded and stored appropriately in accordance with the medication procedure.
4. The member of staff on the unit shall introduce the service user to other service users and staff.

Service user information and requirements

1. The service user must be given a copy or made aware of the following documents:
 - Statement of purpose and service user guide
 - Adult and Local Services complaints procedure
2. The service user must be given a copy of the T5 terms and conditions of residency, which must be signed by the service user or their representative and a copy kept on the service user's file.
3. If the home is going to be responsible for the service user's personal monies and / or valuables this must be recorded in the personal monies and property book.
4. The manager / supervisor must ensure the service user / family is aware that Cumbria Care will not accept responsibility for any items brought into the home after admission has taken place which have not been recorded for inclusion on the A10 Appendix 3 personal possessions checklist.

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5. At the first available opportunity record any marks or bruises which are a cause for concern. This should be recorded on a body map see Policy and Procedure B2 Body map.
6. All electrical appliances brought into the establishment must be “Doubly Insulated”, inspected and shown to be free from obvious defects e.g. broken casings, plugs or damaged cables

Doubly insulated appliances have a symbol moulded onto the plug casing of the appliance. Most modern televisions, stereos, radios & table lights are doubly insulated.

Any appliance not doubly insulated can only be brought into the establishment if it has a current PAT certificate. Most local electrical contractors will be able to provide this service at a cost to the service user or family.

Respite care

The A10 Admission policy must be followed for all respite admissions. In addition:

1. Prior to any admission the service user’s social worker should be contacted by the manager / supervisor to check that the service user’s needs have not changed and the documentation is current. A record of the contact must be recorded in the supervisor’s daily records.
2. The following forms will be reviewed for each admission period:
 - The person centred care plan
 - All risk assessments including manual handling records
3. A new A10 appendix 3 Personal possessions checklist must be completed for each visit.

Day care managed in a residential services

When admitting a service user for day care in a residential establishment this procedure should be followed where applicable.

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