



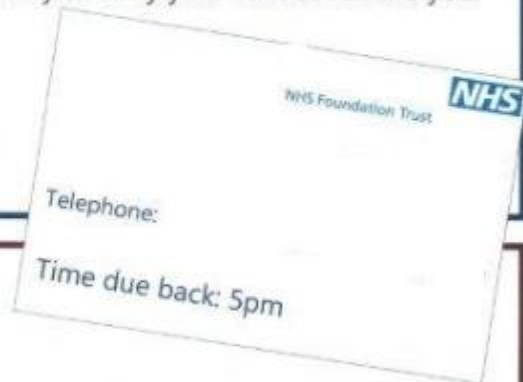


# We care about your wellbeing while you are away from the ward

While you are out on leave or time away, please make sure you carry your card to remind you:

- when we've agreed with you that you will return
- ward telephone numbers

**Don't forget to sign yourself out and sign yourself back in.**



## Types of leave and time away from the ward

**Escorted leave or time away:** period of accompanied absence with you

**Escorted leave or time away with family or friends:** time off the ward with your family or friends

**Unescorted leave or time away:** an agreed period of time on your own away from the ward

**Therapeutic leave or time away:** leave with a staff member to assess your progress in the community

**Extended leave or time away:** supported time away from the ward for you to progress towards discharge

## We have agreed with you that you will be on the ward at the following times:

### Ward rounds

Ward rounds are a time for you to discuss with your team your care and treatment and when your leave or time away from the ward is.

**Monday:** 9.30am - 4.30pm

**Wednesday:** 9.30am - 4.30pm

**You can find out more information in your patient information leaflet or by asking a member of staff.**

**Visiting times for your family and friends:**  
**Monday - Friday:** 4pm - 9pm  
**Weekends:** 10am - 9pm  
 Therapeutic time is from 11am - 12.30pm, Monday to Friday.

### Meal times:

**Breakfast:** 8am - 8.30am

**Lunch:** 12pm - 12.30pm

**Tea:** 5pm - 5.30pm

**Supper:** 8pm - 8.30pm

**Hot drinks and fruit are available throughout the day.**





Adult acute wards

# Detained patients and leave

## Introduction

As a patient who has been detained under the Mental Health Act 1983, you may not leave the hospital without the written permission of the consultant psychiatrist.

However, as your care and treatment progresses, your team will discuss with you different types of leave from the ward. This could be escorted or unescorted leave, depending on how well you are. It is likely that your leave status will change from escorted to unescorted as you first begin to recover.

All leave from the ward must be agreed by the consultant psychiatrist and recorded in your clinical record. You will be given a copy of your leave entitlement. We have an enclosed garden which all patients can access.





## Types of leave

Your care team will consider different types of leave. They will increase the time and vary the location depending on how well you are. The main types of leave are:



- **Escorted leave** - generally short periods of leave with staff, allowing you to access the local area.
- **Occupational therapy leave** - leave with a member of the ward occupational therapy team to enable participation in groups or community activities that are considered to have therapeutic value for you.
- **Escorted leave with family/friends** - a time limited period during which you will be expected to remain with your family/friends who accompany you out of hospital.
- **Unescorted leave** - an agreed period of time that will increase in duration as you progress towards discharge.

- **Overnight leave** - very occasionally you may be given overnight leave to your home or the homes of family/ friends as part of your individualised recovery plan.
- **Extended leave** - as you progress towards discharge, we may agree an extended period of leave from the hospital, allowing for a quick return to the ward in the event of relapse.



## Going on leave

We want your leave to go well, and for you to return safely. We will provide you with a card with the ward address and telephone numbers before you go on leave so that you can easily contact us in the event of a problem.

There is an expectation that you will return to the ward within the time that we have agreed with you. It is important that if you are delayed in returning for any reason, you contact the ward immediately so that we can discuss your safe return.

## If you don't return on time

Hospital staff have a duty of care and a legal responsibility to ensure that you are safe. If you fail to return from leave on time, ward staff will:

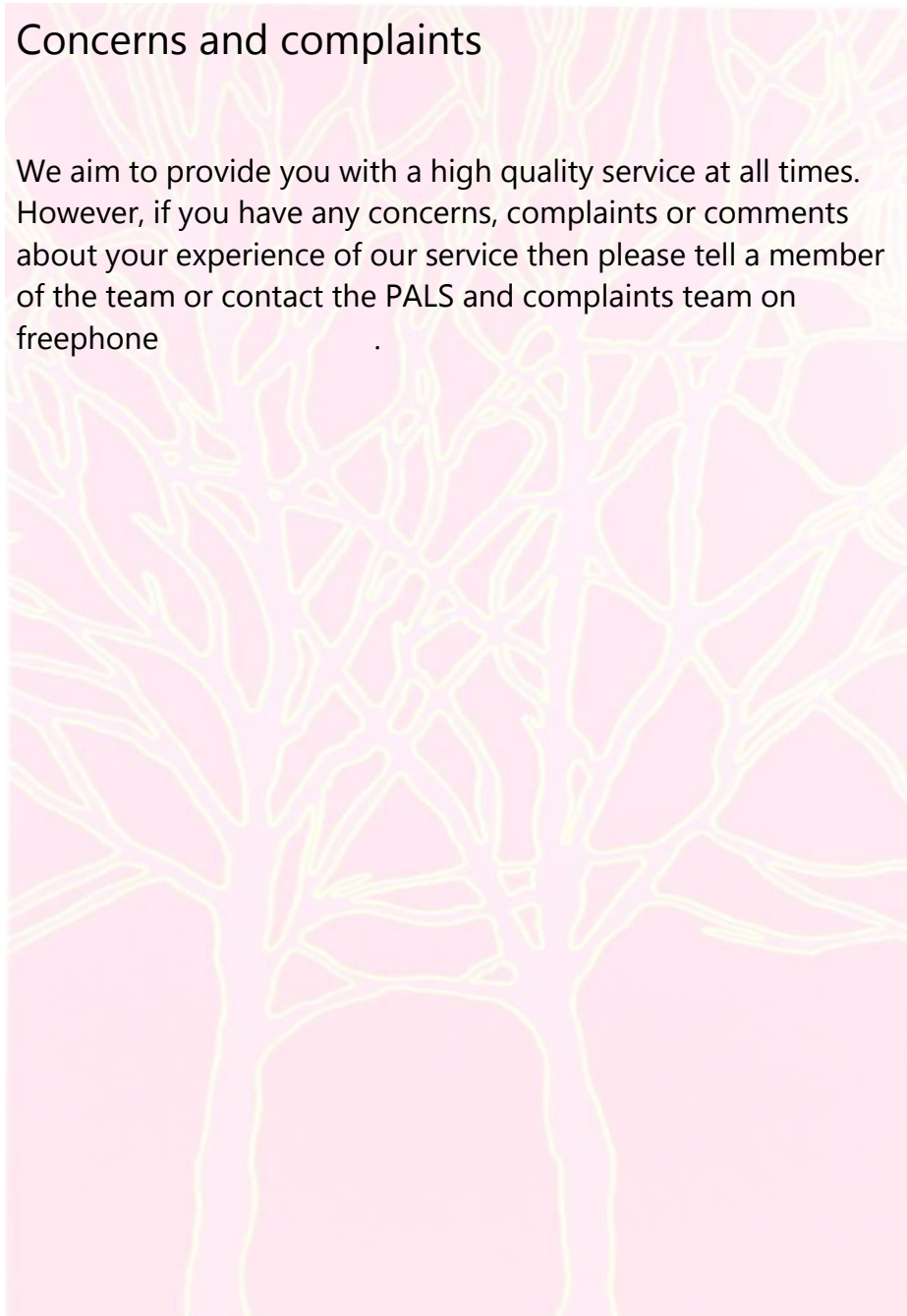
- search the hospital grounds
- try and make contact with you, your family and friends
- register you as 'missing' with the local police, who will be asked to help ensure your safe return

Your care team will continue to review how you progress with your leave and discuss appropriate increases in time allowances as you recover.



## Concerns and complaints

We aim to provide you with a high quality service at all times. However, if you have any concerns, complaints or comments about your experience of our service then please tell a member of the team or contact the PALS and complaints team on freephone .





## Notes



If you need the information in another language or format please ask us

Nëse ky informacion ju nevojitet në një gjuhë apo format tjetër, ju lutem na kontaktoni

আপনি যদি এই তথ্যাদি অন্য কোন ভাষায় বা মাধ্যমে (ফরমেট) পেতে চান তবে দয়া করে আমাদেরকে বলুন

ਜੇ ਨਮੁਨੇ ਆ ਮਾਭਿਨੀ ਆਰਥ ਮਾਘਮਾਂ ਅਥਵਾ ਆਰਥ ਆਕਾਰਮਾਂ ਆਰਥ, ਤੋ ਕ੍ਰਿਪਾ ਕਰੀਨੇ ਅਮਨੇ ਪ੍ਰੁਠੀ

यदि आपको यह जानकारी किसी दूसरी भाषा या आकार में चाहिए हो तो कृपया हम से पूछें

若您需要本信息的另一种语言或格式的文本，请与我们联系

ਜੇਵਰ ਤੁਹਾਨੂੰ ਠਿਕ ਜਾਣਕਾਰੀ ਕਿਸੀ ਦੂਜੀ ਭਾਸ਼ਾ ਜਾਂ ਆਕਾਰ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ ਸਾਨੂੰ ਪੁਛੋ

اگر آپ کو یہ معلومات کسی دوسری زبان میں یا کسی دوسرے طریقے سے درکار ہوں تو براہ مہربانی ہم سے پوچھیں۔۔

Contact us



Adult acute wards

# Informal patients and time away from hospital

## Introduction

You have agreed to be admitted to hospital and actively participate in your care.

As an informal patient, you are free to take time away from the hospital at any time. This can be agreed after discussion with your care team. However, we ask that you avoid times when we have planned specific aspects of your care. This includes:

- medication times
- agreed meetings with your named or allocated nurse
- participation in agreed therapeutic activities
- ward reviews

You may be asked to stay on the ward during mealtimes to ensure that you have regular nutritional meals.

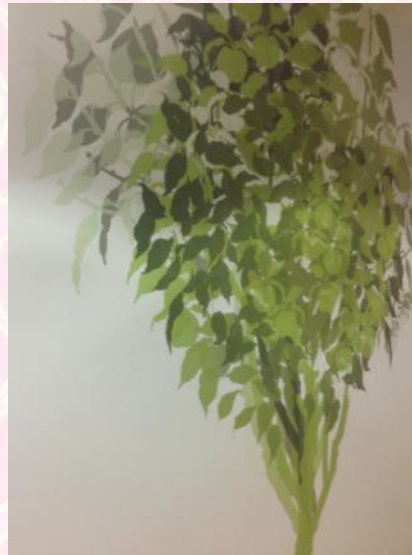
Other times may be agreed with you and your named nurse, the consultant psychiatrist and the wider care team. As an inpatient, you will be expected to be on the ward between 9.00pm and 9.00am, unless otherwise agreed. This is to ensure your safety at night, encourage you to sleep well and to avoid disruption on the ward.

During your stay, you will have a care plan that will be regularly reviewed to ensure that we continue to provide care that meets your needs. In care plan reviews, we will discuss with you how your time away from the ward is going and the activities that help towards your recovery.



## Going on leave

While you are an inpatient, we have a duty of care to support you in maintaining your safety at all times. We want your leave to go well, and for you to return safely. We will provide you with a card with the ward address and telephone numbers before you go on leave so that you can easily contact us in the event of a problem. We ask that when you take time away from the ward, you let us know of your plans and when you intend to return.



It is important that if you are delayed in returning for any reason, you contact the ward immediately so that we can discuss how you plan to return safely.

If we do not hear from you, staff will try to contact you, your family, or your friends. If we become very concerned for your safety, we may contact the police.

If at any time you feel unable to agree to these expectations, please discuss this with us; we will consider other options of continuing care and treatment to support your recovery.

## Concerns and complaints

We aim to provide you with a high quality service at all times. However, if you have any concerns, complaints or comments about your experience of our service then please tell a member of the team or contact the PALS and complaints team on freephone

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Contact us

**Pre-Leave Planning**

Name:

MHA Status:

	Patient's Views	Discussion with named nurse/staff
Current leave status		
Patient's plans about where they are going		
Patient's planned activities whilst on leave		
Time is will take to carry out the planned activities		
Time that it will take to travel to and from the destination		
If escorted by relatives, what are their views		