directors of **adass** adult social services

Department of Health

Case ID Number:			
DEPRIVATION OF LIBERTY SAFEGUARDS FORM 1 **REQUEST FOR STANDARD AUTHORISATION AND URGENT AUTHORISATION**			
Request a **Standard Authorisation** only (***you DO NOT need to complete pages 6 or 7***)			
Grant an **Urgent Authorisation** (***please ALSO complete pages 6 and 7 if appropriate/required***)			
Full name of person being deprived of liberty		Sex	
Date of Birth *(or estimated age if unknown)*		Est. Age	
Relevant Medical History (*including diagnosis of mental disorder if known*) **Please include all relevant physical and mental health issues. This should include any issues relating to cognition and specifically the cause of impairment or disturbance of the functioning of the mind or brain relevant to your assessment of mental capacity.**			
Sensory Loss		Communication Requirements	
Name and address of the care home or hospital requesting this authorisation	**Please make sure you complete the full address of the care home or hospital.**		
Telephone Number			
Person to contact at the care home or hospital, (including ward details if appropriate)	Name		
	Telephone		
	Email		
	Ward (if appropriate)		
Usual address of the person, (if different to above)	**If the person's usual residence is not the care home or hospital mentioned above it is really important that you complete their address in this box. We need this to check that you have sent the form to the correct supervisory body.**		
Telephone Number			
Name of the Supervisory Body where this form is being sent	**For hospitals this is the local authority where the person is usually resident.** **For care homes this is the local authority funding the permanent placement.** **If the person is self- funding their placement it is the local authority where the care home resides.** **If it is a temporary stay it is the local authority where the person is usually resident.** **For CCG/CHC funded placements it is the local authority where the person used to reside.**		

How the care is funded **Please indicate the funding arrangement. This is important to correctly identify the supervisory body responsible.**	Local Authority *please specify*			
	NHS		Local Authority and NHS (jointly funded)	
	Self-funded by person		Funded through insurance or other	

REQUEST FOR STANDARD AUTHORISATION	
THE DATE FROM WHICH THE STANDARD AUTHORISATION IS REQUIRED: *If standard only – within 28 days* *If an urgent authorisation is also attached – within 7 days*	

PURPOSE OF THE STANDARD AUTHORISATION

- *Please describe the care and / or treatment this person is receiving or will receive day-to-day and attach a relevant care plan.*
- *Please give as much detail as possible about the type of care the person needs, including personal care, mobility, medication, support with behavioural issues, types of choice the person has and any medical treatment they receive.*

As well as giving a brief outline of the care and/or treatment you are providing this section should be person centred and explain what the impact of the care and treatment is for that person and what their attitude is to this. Is the person accepting or not of some or part of the care and/or treatment? Please provide details.

Please advise of any covert medication plans in place.

Please also include how long the person has been resident with you and the circumstances leading to the admission. Please detail any contact the person has with friends and family and in particular any concerns or issues in relation to this.

South Gloucestershire Supervisory Body do not require an attached care plan.

- *Explain why the person is or will not be free to leave and why they are under continuous or complete supervision and control.*
- *Describe the proposed restrictions or the restrictions you have put in place which are necessary to ensure the person receives care and treatment. (It will be helpful if you can describe why less restrictive options are not possible including risks of harm to the person.)*
- *Indicate the frequency of the restrictions you have put in place.*

Please explain why you think the person is deprived of their liberty:

- **Explain why you have assessed that the person lacks capacity to consent to their accommodation for the purposes of care and treatment.**
- **Explain why the person is not free to leave. This is not about mobility or locked doors or whether the person is asking to leave or not. This is about asking the**

question; if the person attempted to leave or requested that you facilitate this, why would they be prevented from doing so to protect them from harm?
- **Explain why the person is under continuous supervision and control. To meet this criteria the person's whereabouts is known for the majority of the time. If they are not where they are expected to be arrangements are made to look for them. If they do not arrive back from a specified place at a particular time they are searched for.**

Please also answer the following questions to explain the nature of the restrictions:

- **Is the person under continuous 1:1 care during the day and/or night?**
- **Is the person under sedation/ medication used frequently to control behaviour?**
- **Is the person being physically restrained by equipment or persons regularly?**
- **Is the person confined to a particular part of the establishment for a considerable period of time?**
- **Is the person in distress?**
- **Is the person attempting to leave?**
- **Is the person objecting to the accommodation?**
- **Is the person's family objecting to the accommodation?**
- **Are there restrictions surrounding contact with family/friends?**

INFORMATION ABOUT INTERESTED PERSONS AND OTHERS TO CONSULT **Please include all relevant people below. Please include full address and contact details for all people identified to be consulted, when you have them.**		
Family member or friend	Name	
	Address	
	Telephone	
Anyone named by the person as someone to be consulted about their welfare	Name	
	Address	
	Telephone	
Anyone engaged in caring for the person or interested in their welfare	Name	
	Address	

	Telephone	
Any donee of a Lasting Power of Attorney granted by the person **It is important that an LPA or deputy is identified. They can have important decision making powers and can affect the outcome of a DoLS authorisation.**	Name	
	Address	
	Telephone	
Any Personal Welfare Deputy appointed for the person by the Court of Protection **It is important that an LPA or deputy is identified. They can have important decision making powers and can affect the outcome of a DoLS authorisation.**	Name	
	Address	
	Telephone	
Any IMCA instructed in accordance with sections 37 to 39D of the Mental Capacity Act 2005	Name	
	Address	
	Telephone	

WHETHER IT IS NECESSARY FOR AN INDEPENDENT MENTAL CAPACITY ADVOCATE (IMCA) TO BE INSTRUCTED ***Place a cross in EITHER box below*** **One of these boxes must be ticked. It is important that the supervisory body is made aware when an IMCA needs to be appointed at the beginning of the assessment. Someone who is appropriate to consult can include friends and does not just relate to family members.**	
Apart from professionals and other people who are paid to provide care or treatment, this person has no-one whom it is appropriate to consult about what is in their best interests	
There is someone whom it is appropriate to consult about what is in the person's best interests who is neither a professional nor is being paid to provide care or treatment	
WHETHER THERE IS A VALID AND APPLICABLE ADVANCE DECISION **It is really important that the Supervisory body is made aware of any relevant advance decision, please ensure this is clarified and complete one of the following 3 boxes.** *Place a cross in one box below*	
The person has made an Advance Decision that is valid and applicable to some or all of the treatment	
The Managing Authority is not aware that the person has made an Advance Decision that may be valid and applicable to some or all of the treatment	

The proposed deprivation of liberty **is not** for the purpose of giving treatment	

THE PERSON IS SUBJECT TO SOME ELEMENT OF THE MENTAL HEALTH ACT (1983)

Yes		No		*If **Yes** please describe further e.g. application/order/direction, community treatment order, guardianship*

This is concerned with CTO's, guardianship, S17 leave or application/order/direction in the community. It is to ensure that any powers specified in one of these elements, doesn't conflict with a prospective DoLS authorisation. S117 aftercare is not relevant to this question as this relates to funding.

If someone is subject to S2 or S3 and they are in hospital they are ineligible for DoLS and this application should not be completed.

For hospital cases if the person is there in order to receive care and treatment for their mental health and they are objecting to any part of this care and treatment they are likely to be ineligible for DoLS and a Mental Health Act assessment should be requested.

OTHER RELEVANT INFORMATION

Names and contact numbers of regular visitors not detailed elsewhere on this form:

Any other relevant information including safeguarding issues:

PLEASE NOW SIGN AND DATE THIS FORM **Please ensure you sign and date this form or the application is not valid**

Signature		Print Name	
Date		Time	

I HAVE INFORMED ANY INTERESTED PERSONS OF THE REQUEST FOR A DoLS AUTHORISATION *(Please sign to confirm)*	**Please confirm that you have advised any interested party of this application and sign to confirm.**

RACIAL, ETHNIC OR NATIONAL ORIGIN *Place a cross in one box only*			
White		Mixed / Multiple Ethnic groups	
Asian / Asian British		Black / Black British	
Not Stated		Undeclared / Not Known	
Other Ethnic Origin *(please state)*			

THE PERSON'S SEXUAL ORIENTATION *Place a cross in one box only*			
Heterosexual		Homosexual	
Bisexual		Undeclared	
Not Known			

OTHER DISABILITY

While the person must have a mental disorder as defined under the Mental Health Act 1983, there may be another disability that is primarily associated with the person. This is based on the primary client types used in the Adult Social Care returns.

To monitor the use of DoLS, the HSCIC requests information on other disabilities associated with the individual concerned. The presence of "other disability" may be unrelated to an assessment of mental disorder or lack of capacity.

Place a cross in one box only

Physical Disability: Hearing Impairment		Physical Disability: Visual Impairment	
Physical Disability: Dual Sensory Loss		Physical Disability: Other	
Mental Health needs: Dementia		Mental Health needs: Other	
Learning Disability		Other Disability (none of the above)	
No Disability			

RELIGION OR BELIEF *Place a cross in one box only*			
None		Not stated	
Buddhist		Hindu	
Jewish		Muslim	
Sikh		Any other religion	
Christian (includes Church of Wales, Catholic, Protestant and all other Christian denominations)			

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ONLY COMPLETE THIS SECTION IF YOU NEED TO GRANT AN URGENT AUTHORISATION BECAUSE IT APPEARS TO YOU THAT THE DEPRIVATION OF LIBERTY IS ALREADY OCCURING, OR ABOUT TO OCCUR, AND YOU REASONABLY THINK ALL OF THE FOLLOWING CONDITIONS ARE MET

This page MUST be completed if the person is currently accommodated with you are about to be imminently.

You should be ticking all of these boxes, as stated above, as you should be of the opinion that all the criteria are met in order to grant this authorisation.

You do not need to complete this page if you are making an application in advance of the person being accommodated with you.

URGENT AUTHORISATION

Place a cross in EACH box to confirm that the person appears to meet the particular condition

Condition	
The person is aged 18 or over	
The person is suffering from a mental disorder	
The person is being accommodated here for the purpose of being given care or treatment. ***Please describe further on page 2***	
The person lacks capacity to make their own decision about whether to be accommodated here for care or treatment	
The person has not, as far as the Managing Authority is aware, made a valid Advance Decision that prevents them from being given any proposed treatment	
Accommodating the person here, and giving them the proposed care or treatment, does not, as far as the Managing Authority is aware, conflict with a valid decision made by a donee of a Lasting Power of Attorney or Personal Welfare Deputy appointed by the Court of Protection under the Mental Capacity Act 2005	
It is in the person's best interests to be accommodated here to receive care or treatment, even though they will be deprived of liberty	
Depriving the person of liberty is necessary to prevent harm to them, and a proportionate response to the harm they are likely to suffer otherwise	
The person concerned is not, as far as the Managing Authority is aware, subject to an application or order under the Mental Health Act 1983 or, if they are, that order or application does not prevent an Urgent Authorisation being given	
The need for the person to be deprived of liberty here is so urgent that it is appropriate for that deprivation to begin immediately before the request for the Standard Authorisation is made or has been determined	

AN URGENT AUTHORISATION IS NOW GRANTED **Please ensure you complete this section and sign and date or you have not granted the authorisation!**

This Urgent Authorisation comes into force immediately.

It is to be in force for a period of: ______ days

The maximum period allowed is seven days.

This Urgent Authorisation will expire at the end of the day on: ______

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Signed		Print name	
Date		Time	

REQUEST FOR AN EXTENSION TO THE URGENT AUTHORISATION

If Supervisory Body is unable to complete the process to give a Standard Authorisation (which has been requested) before the expiry of the existing Urgent Authorisation

An Urgent Authorisation is in force and a Standard Authorisation has been requested for this person.

The Managing Authority now requests that the duration of this Urgent Authorisation is extended for a further period of [ ] DAYS (***up to a maximum of 7 days***)

It is essential for the existing deprivation of liberty to continue until the request for a Standard Authorisation is completed because the person needs to continue to be deprived and exceptional reasons are as follows (*please record your reasons):*

Please now sign, date and send to the SUPERVISORY BODY for authorisation

Signature		Date	

RECORD THAT THE DURATION OF THIS URGENT AUTHORISATION HAS BEEN EXTENDED

This part of the form must be completed by the **SUPERVISORY BODY** if the duration of the Urgent Authorisation is extended. **The Managing Authority <u>does not</u> complete this part of the form.**

The duration of this Urgent Authorisation has been extended by the Supervisory Body.

It is now in force for a **further** [ ] days

Important note: The period specified must not exceed seven days.

This Urgent Authorisation will now expire at the end of the day on: [ ]

SIGNED (on behalf of the Supervisory Body)	Signature			
	Print Name			
	Date		Time	