



MISSING SERVICE USERS POLICY

1.0 Any DRH service user with a previous history of going missing from the Home should have a full, documented risk assessment, with detailed guidelines of actions to be followed in the event of this happening again. This should include:

1. Service Users description (with photograph) and details
2. Vulnerability of the Service User and associated risks to self or others.

HIGH RISK	MEDIUM RISK	LOW RISK
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3. Known pattern of behaviour including places to search, length of previous absences.
4. Planned action with agreed time scales for contacting the:-
 - Home Manager
 - Senior Manager on call
 - Police
 - Relatives

2.0 The following procedure should normally be followed unless individual support plan indicates otherwise:-

- ⊕ Systematically search the house and grounds
- ⊕ Search immediate vicinity
- ⊕ Delegate a member of the team to complete Missing Persons Report Form (Appendix 1)
- ⊕ Contact the Home Manager/DRH Senior Manager and discuss any further action that may be required e.g. Telephone Police reporting missing person; notifying relatives
- ⊕ Complete a full and detailed Incident Report form.
- ⊕ On safe return of service user, advise all contacted persons.

3.0 DETAINED PATIENTS IN DRH INDEPENDENT MENTAL HEALTH HOSPITALS (ELSADENE & FAIRFIELD HOUSE)

When a patient detained under the terms of the 1983 Mental Health Act at Elsadene or Fairfield goes absent without leave (or fails to return from authorised leave) the police should be notified as soon as practicable – whether or not their assistance is required . The patient's responsible medical officer (rmo) should also be notified.

**September 2002 Reviewed January 2005
Reviewed March 2007**

APPENDIX 1



MISSING SERVICE USERS REPORT FORM

NAME OF HOME.....

DATE AND TIME ABSENCE FIRST NOTICED

NAME:	AGE:	SEX:
HEIGHT:	COLOURING: Skin:	CLOTHING
WEIGHT/BODY TYPE	Hair:	
	Eyes:	
DISTINGUISHING MARKS:	VULNERABILITY/RISKS:	
OTHER USEFUL INFORMATION:		

SEPTEMBER 2002
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January 2003
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