



**MISSING PATIENTS FROM PREMISES IN WHICH THE UHB IS PROVIDING HEALTHCARE PROCEDURE**

|                      |         |                    |   |                                     |     |
|----------------------|---------|--------------------|---|-------------------------------------|-----|
| <b>Reference No:</b> | UHB 164 | <b>Version No:</b> | 1 | <b>Previous Trust / LHB Ref No:</b> | N/A |
|----------------------|---------|--------------------|---|-------------------------------------|-----|

|   |  |
|---|--|
| <b>Documents to read alongside this Procedure</b> | Child Abduction Policy<br>Multiagency protocol on children who go missing ( Local Safeguarding Children Board)<br>Mental Health Services – Procedural Guidance in the event of a missing patient<br>What to do if a patient makes a serious attempt to leave the ward out of hours |
|---|--|

**Classification of document:** Corporate

**Area for Circulation:** UHB wide

**Author/Reviewee:** Assistant Director of Nursing

**Executive Lead:** Executive Director of Nursing

**Group Consulted Via/ Committee:** UHB Safeguarding Steering Group

**Approved by:** Safeguarding Steering Group

**Date of Approval:** 27 September 2012

**Date of Review:** 26 September 2015

**Date Published:** 12 July 2013

**Disclaimer**

**When using this document please ensure that the version you are using is the most up to date either by checking on the UHB database for any new versions. If the review date has passed please contact the author.**

**OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED ON**

| <b>Version Number</b> | <b>Date of Review Approved</b> | <b>Date Published</b> | <b>Summary of Amendments</b> |
|-----------------------|--------------------------------|-----------------------|------------------------------|
| 1                     | 27/09/2012                     | 12/07/2013            | This is a new procedure.     |
|                       |                                |                       |                              |
|                       |                                |                       |                              |
|                       |                                |                       |                              |
|                       |                                |                       |                              |
|                       |                                |                       |                              |
|                       |                                |                       |                              |
|                       |                                |                       |                              |
|                       |                                |                       |                              |
|                       |                                |                       |                              |

## CONTENTS

| SECTION | HEADING  | PAGE |
|---------|--|------|
| 1.      | <b>Introduction</b>  | 4    |
| 2.      | <b>Aims</b>  | 4    |
| 3.      | <b>Scope</b>   | 4    |
| 4.      | <b>Objectives</b>  | 4    |
| 5.      | <b>Responsibilities</b>  | 4    |
|         | UHB  | 4    |
|         | Police   | 5    |
|         | WAST   | 5    |
| 6.      | <b>Resources</b>   | 5    |
| 7.      | <b>Training</b>  | 5    |
| 8.      | <b>Implementation</b>  | 5    |
| 9.      | <b>The procedure</b>   | 5    |
|         | Discovering a patient is missing   | 6    |
|         | Search   | 7    |
|         | Risk assessment  | 8    |
|         | Shift Handover   | 8    |
|         | Police role  | 8    |
|         | Missing patient located by Police  | 8    |
|         | WAST   | 9    |
|         | Risk of violence   | 9    |
|         | An urgent Mental Health Act assessment is required in the Emergency Unit | 9    |
|         | Missing patient located  | 10   |
| 10.     | <b>Mental Health Services</b>  | 10   |
| 11.     | <b>Equality</b>  | 10   |
| 12.     | <b>Audit</b>   | 10   |
| 13.     | <b>References/Further Information</b>                                    | 11   |
| 14.     | <b>Distribution</b>  | 11   |
| 15.     | <b>Review</b>  | 11   |

## APPENDICES

- A Flowchart
- B Checklist
- C Procedure for the appropriate use of the Mental Health Act within the Emergency Unit at the University Hospital of Wales

The [Missing Patients from Premises in which the UHB is Providing Healthcare Procedure](#) is available to all NHS Wales staff on the Cardiff and Vale Intranet site.

Cardiff and Vale staff unable to access the Intranet site can obtain a copy by contacting the:

Corporate Risk and Governance Department,  
4<sup>th</sup> floor Denbigh House  
UHW  
or  
e-mail: <mailto:melanie.westlake@wales.nhs.uk>

Tel: 029 20743595

A copy of this document can be requested by submitting a formal FOI request by contacting the:

Freedom of Information Office,  
4<sup>th</sup> floor Denbigh House  
UHW  
Cardiff  
CF14 4XW.  
or  
e-mail: [FOI Requests \(Cardiff and Vale UHB - Corporate Services\)](#)