

MENTAL HEALTH ACT (MHA) POLICY

		POLICY	
Reference	CPG-TW-MHAP		
Approving Body	Safeguarding Committee		
Date Approved	20/05/2025		
For publication to external SFH website	Positive confirmation received from the approving body that the content does not risk the safety of patients or the public:		
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	X		
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Summary of Changes from Previous Version	The changes relate to clarification of responsibility for accepting MHA documentation, addition of guiding principles and additional flow charts to highlight processes to be followed		
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Author (Position & Name)	Louise Symcox - Mental Health Nurse Specialist		
Lead Division/ Directorate	Corporate		
Lead Specialty/ Service/ Department	Nursing – Safeguarding Team		
Position of Person able to provide Further Guidance/Information	Louise Symcox - Mental Health Nurse Specialist		
Associated Documents/ Information		Date Associated Documents/ Information was reviewed	
- Mental Health Act 1983 Procedures – Sections 135 & 136 (Joint Agency, Dec 2017) - Form H1, record of detention S5(2) - Form H3, record of detention S2 and S3		External document published Dec 2017 and remains valid/ in date H1 form and H3 form both located for use in practice via the MHA Staff User Guide published to the Safeguarding intranet site May 2025.	
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CONTENTS

Item	Title	Page
1.0	INTRODUCTION	3
2.0	POLICY STATEMENT	4-5
3.0	DEFINITIONS/ ABBREVIATIONS	5-6
4.0	ROLES AND RESPONSIBILITIES	7-8
5.0	APPROVAL	8
6.0	DOCUMENT REQUIREMENTS (NARRATIVE)	9-13
	6.1 Decisions regarding mental health status	9
	6.2 Management of patients presenting with mental health problems	10
7.0	MONITORING COMPLIANCE AND EFFECTIVENESS	14
8.0	TRAINING AND IMPLEMENTATION	15
9.0	IMPACT ASSESSMENTS	15
10.0	EVIDENCE BASE (Relevant Legislation/ National Guidance) and RELATED SFHFT DOCUMENTS	15
11.0	KEYWORDS	15
12.0	APPENDICES (list)	
Appendix A	S5(2) flowchart	16
Appendix B	S2 Flowchart	17
Appendix C	S3 Flowchart	18
Appendix D	Death in custody at SFHT	20
Appendix E	Equality Impact Assessment	23

1.0 INTRODUCTION

- 1.1 Individuals admitted to the acute hospital setting who are presenting with mental health problems will often require additional specialist input, care and support from across multi agency services.
- 1.2 The legal framework which Managers, Doctors, Nurses, Social Workers and the Police must follow is set out within the Mental Health Act, 1983 (amended 2007). In addition to this, implementation of this Act is carried out through the Mental Health Act (MHA) – the revised Code of Practice which gives guidance on how the Act should be applied to provide safe, effective care and treatment in a timely manner and protects the patients' rights and autonomy.
- 1.3 Sherwood Forest Hospitals NHS Foundation Trust (SFHFT) aims to take all reasonable steps to ensure the safety and independence of all its patients, and to respect the rights of patients to make their own decisions about their care.
- 1.4 The Trust also has an obligation under the Health and Safety at Work Act 1974 to ensure their employees and anyone else who could be affected by their work (such as visitors and other members of the public), are kept safe from harm and that their health is not affected. The purpose of this policy sets out firstly, to identify the statutory responsibilities of the Trust when admitting and treating any patient identified with a mental health (MH) condition/disorder in need of detention and secondly, to offer guidance on how responsibilities are to be carried out.
- 1.5 Patient safety is a key focus and where the patients' conditions are linked to mental health, this policy offers practical support, guidance on collaborative working as well as diagnostic tools to ensure they are treated appropriately to protect themselves and/or others from harm.
- 1.6 All patients have a right to emergency and elective treatment for their physical health condition and notwithstanding this, the mental health needs of the patient must always be taken into consideration. This policy aims to support staff to deliver safe and effective interventions to patients presenting with mental health problems who access SFHFT services.

2.0 POLICY STATEMENT

- 2.1 Sherwood Forest Hospitals NHS Foundation Trust (SFHFT) has a statutory obligation to ensure that its patient's, who become subject to the Mental Health Act 1983; as amended by the Mental Health Act 2007 (here after referred to in this document as the Act); are treated lawfully and with a parity of esteem.
- 2.2. To protect SFHFT from litigation/claim for unlawful detention, breach of Human Rights Act, regulatory risk re possible non- compliance with CQC Fundamental standards, and reputational risk in the event of any of the above
- 2.3 This policy sets out the roles and responsibilities of the Trust in respect of patients with mental health problems who may require detention under the Act.
- 2.4 The main purpose of the Mental Health Act is to allow compulsory action to be taken, where necessary, to ensure that people with mental health problems receive the care and treatment they need for their own health or safety, and/or for the protection of other people. It sets out the criteria that must be met before compulsory measures can be taken, along with protections and safeguards for patients.
- 2.5 The MHA Code of Practice provides a set of five guiding principles which should be considered when making decisions about a course of action under the Act
- 2.6 Least restrictive option and maximising independence – Where it is possible to treat a patient safely and lawfully without detaining them under the Act, the patient should not be detained. Wherever possible a patient's independence should be encouraged with a focus on promoting recovery wherever possible
- 2.7 Empowerment and Involvement – Patients should be fully involved in decisions about care, support and treatment. The views of families, carers and others, if appropriate, should be fully considered when taking decisions. Where decisions are taken which are contradictory to views expressed, professionals should explain the reason for this
- 2.8 Respect and Dignity – Patients, their families and carers should be treated with respect and dignity and listened to by professionals
- 2.9 Purpose and Effectiveness –Decisions about care and treatment should be appropriate to the patient, with clear therapeutic aims. Promote recovery and should be performed to current national guidelines and/or current, available best practice guidelines
- 2.10 Efficiency and Equity – providers, commissioners and other relevant organisations should work together to ensure that the quality of commissioning and provision of mental healthcare services are of high quality and are given equal priority to physical health and

social care services. All relevant services should work together to facilitate timely, safe and supportive discharge from detention

- 2.11 The principles inform decisions; they do not determine them. Although all the principles must inform every decision made under the Act, the weight given to each principle in reaching a particular decision will depend on the context

3.0 DEFINITIONS/ ABBREVIATIONS

The Act (MHA):	Mental Health Act 1983, as amended by the Mental Health Act 2007- The Mental Health Act is the law which sets out when you can be admitted, detained and treated in hospital against your wishes. It is also known as being 'sectioned'. For this to happen, certain people must agree that a person has a mental disorder that requires further assessment and treatment in hospital.
Approved Clinician (AP):	A mental health professional approved by the Secretary of State under Section 12, to act as an approved clinician for the purposes of the Act. Some decisions under the Act can only be taken by people who are approved clinicians. All responsible clinicians must be approved clinicians.
Approved Mental Health Professional (AMHP)	A social worker or other professional approved by the local social services authority to carry out a variety of functions under the Act. They are responsible for organising a formal Mental Health Act Assessment.
Capacity	The ability to take a decision about a particular matter at the time the decision needs to be made. Some people may lack capacity to take a particular decision because they cannot understand, retain, use or weigh up the information relevant to the decision. A legal definition of lack of capacity for people aged 16 and over is set out in Section 2 of the Mental Capacity Act 2005.
Consent	'Agreeing to allow someone else to do something to or for you', particularly consent to treatment. Valid consent requires that the person has the capacity to make the decision (or the competency to consent, if a child) and they are given the information they need to make the decision and that they are not under any duress or inappropriate pressure.

Hospital Managers	The Organisation that is responsible for the operation of the Mental Health Act in a particular hospital, this is SFHFT.
Independent Mental Health Advocate (IMHA)	An advocate available to offer help to the service user under arrangements which are specifically required to be made under the Act.
Mental Capacity Act (MCA)	The Mental Capacity Act 2005, which governs decision making on behalf of people who lack capacity.
Mental Disorder	Any disorder or disability of the mind. As well as mental illnesses, it includes conditions like personality disorders, autistic spectrum disorders and learning disabilities but excludes dependence on drugs/alcohol and immoral conduct.
Mental Health Review Tribunal (MHRT)	The first-tier Tribunal (Mental Health) hears applications and references for people detained under the Act. The main purpose is to review the cases of patients detained under the Act and to direct the discharge of any patients where the statutory criteria for detention are not met.
Nearest Relative	A person defined by Section 26 of the Act who has certain rights and powers under the Act in respect of a service user for whom they are the nearest relative. In order of hierarchy nearest relative is defined as • Husband/ wife or civil partner • Son or daughter • Father or mother • Brother or sister • Grandparent • Grandchild • Uncle/aunt • Niece/ nephew
Nominated Deputy	The consultant in charge of an in-patient's treatment can nominate a deputy to exercise section 5(2) powers in their absence. Only a doctor also on the staff of SFHFT can be a nominated deputy.
Responsible Clinician (RC)	The person in overall charge of the care of an individual who is subject to the Act. This must be an Approved Clinician; this will normally be a consultant psychiatrist who will work closely with the consultant in charge of the physical treatment of the patient.

Section	A specific piece of legislation within the Act, which pertains to the type of detention an individual, is subject to.
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4.0 ROLES AND RESPONSIBILITIES

- 4.1 **Trust Board** – for the purpose of the Act the Trust Board acts as the “Hospital Managers” and has important statutory powers, responsibilities and duties concerning detained patients.
The following functions are delegated:
- To ensure that the grounds for admitting the patient are valid and that all relevant documents are in order
 - To ensure that those formally delegated to receive documents, and those who are required to scrutinise them, have a thorough knowledge of the Act
 - To review each patient’s detention
 - To ensure that any patient who wishes to apply to a Mental Health Review Tribunal is given the necessary assistance
 - To authorise the transfer of certain patients to the care of another hospital or set of ‘hospital managers’
 - To consent to the rectification of certain kinds of error in statutory documents
- 4.2 **Associate Hospital Managers** – for the purpose of the Act they exercise the function of “Hospital Managers” for discharging patients/renewing detention orders, they are responsible for managing a hearing when a request for such a review of their detention has been made by a patient. They must also undertake a review following the renewal/extension of a detention. This must be undertaken with other associate hospital managers who are not employed by the Trust – this service is commissioned from Nottinghamshire Healthcare NHS Foundation Trust (NHFT) when required.
- 4.3 **Matron or Mental Health Specialist Nurse or Member of the Safeguarding Team or Named Nurse Safeguarding Adults (in normal working hours), Duty Nurse Manager (out of hours),**
- Discharging the delegated power of accepting the section papers
 - Checking all documents related to the section and completing the form to accept receipt of patient or to initiate transfer
 - Discharge the delegated power of ensuring patient and nearest relative receives all appropriate information
 - Ensuring that documents are stored in accordance with the policy
 - Ensuring that Hospital Managers are aware of all patients detained under the Mental Health Act
 - Investigation of any incidents or complaints related to the use of the policy
- 4.4 **The Chief Nurse** is responsible for: -
- Completing statutory notification to CQC of death of a detained patient

- 4.5 **Responsible Clinician** – is responsible for: -
- The RC is a Consultant Psychiatrist or other medical professional who has undertaken training to allow them to be an Approved Clinician, and is not likely to be employed by SFHFT, but rather by the local Mental Health Trust
 - Overseeing the treatment of the patient's mental illness and must work closely with the consultant physician/surgeon to ensure that both physical and mental health needs are addressed; this must be a mental health professional approved by the Secretary of State.
 - Deciding, before a detention expires, whether the current period of detention should be renewed.
- 4.6 **Registered Medical Practitioner**
- The Doctor responsible for care for any patient at SFHFT. They will remain responsible for the physical healthcare of the patient. If a patient requires detention under S5 (2) of the Mental Health Act whilst an inpatient, this post holder, or nominated deputy fulfils the role of the detaining practitioner. The nominated deputy will be the on call ST3 grade Doctor covering the Division where the patient currently resides
- 4.7 **The Safeguarding Team on behalf of the Chief Nurse** – is responsible until further notice for: -
- Maintaining the record of all patients admitted subject to or who become subject to detention under a section of the Act.
 - Keeping the central repository for all section documentation following the discharge of patients.
- 4.8 **Information Team** - are responsible for: -
- Completing the annual statutory MHSDS return to Department of Health and provide an annual report to the Trust Board.
- 4.9 **Safeguarding Steering Group** – is responsible for approving this policy.
- 4.10 **Other Staff Members** – all clinical staff need to have an awareness of the impact on the patient and on SFHFT, and how to locate relevant information when a patient is detained under a section of the Mental Health Act. This includes providing detained patients with information on their legal rights during the detention.
- 4.11 **Nottinghamshire Healthcare NHS Foundation Trust Mental Health Act Administrators** – will provide the secondary scrutiny and storage of all original statutory paperwork. The Trust will return authorised copies of the section papers to the Safeguarding team for filing. They will provide all reminders to the wards regarding statutory reviews. Will administer any request for a Hospital Managers Hearing and any Mental Health Act Tribunal.

5.0 APPROVAL

Following appropriate consultation, this policy has been approved by the Safeguarding Steering Group

6.0 DOCUMENT REQUIREMENTS (NARRATIVE)

6.1 Decision regarding mental health status

Consider the use of the Mental Health Act if:	
❖	If the patient fulfils the criteria for compulsory detention under the Mental health Act, then the MHA should be utilised.
❖	It is not possible to give mental health care or treatment without formally detaining the patient.
❖	The patient is resistant and needs substantial coercion to accept psychiatric treatment.
❖	It is not possible to assess or treat the person safely or effectively without compulsory detention.
❖	Treatment is needed to protect someone else provided all conditions of MHA apply.

Consider using Mental Capacity Act (MCA) and/or Deprivation of Liberty (DoL) if:	
(1) <u>Consider using DoLS if:</u>	
a	Deprivation of liberty is necessary and, in the patient's, best interests and all criteria of DoLS assessment are met.
b	DoLS will only authorise deprivation of liberty (i.e. prevent patient from leaving), DoLS will not authorise treatment.
(2) <u>Consider using Mental Capacity Act if:</u>	
a	Patient lacks mental capacity to make decisions on treatment; Section 5 MCA can be made to provide treatment to patient if it is clearly the patients best interests.
b	Patient has capacity, and then patient consent must be obtained. If patient has capacity and refuses treatment, treatment cannot be provided.
c	Patient lacks capacity and clinicians are unclear as to whether treatment is in patient's best interests, seek legal advice.

6.2 Management of Patients Presenting with Mental Health Problems

6.2.1 Patients detained under Section 136

Guided by the legal framework and their code of conduct empowers the Police, to make a judgement on whether to detain under a S136 if they believe a person has a mental illness, is in a public place and in need of care. The S136 provides emergency powers for the Police to deprive a person of their liberty temporarily.

- A place of safety can be a hospital or a Police Station, however a Police Station should be a last resort and only considered where the personal safety of the patient, staff and members of public are at considerable risk.
- The Police can move the person between places of safety.
- The Police can detain a person on S136 for up to 24 hours unless a consultant psychiatrist agrees an extension.
- An MHA assessment must be called for all patients detained under S136 and this is usually co-ordinated by the S136 suite Nurse.
- The Police can remove and retain any object from the person which might cause harm during a S136.

There is a separate protocol available for staff to follow where patients are detained under section 136 of the Mental Health Act –this is available on the Trusts intranet.

The section 136 Suite will always be the designated Place of Safety, except in circumstances when the patient has urgent medical needs. In the case of urgent medical needs, the emergency department may be temporarily the place of safety, until the medical needs have been addressed. The detainee remains the responsibility of the police and/or Adult Health, dependent on whether the detainee has been accepted by the S136 suite prior to admission to the emergency department.

6.2.2 Holding powers under S5 [2]

From time to time, in-patients of general hospitals are thought to require detention under MHA 1983. Such detentions may be short-term holding powers or longer-term detention for assessment and/or treatment.

In such a situation, whereby the patient is considered to have a mental disorder, is considered to be a risk to self or others, and will not stay voluntarily, the doctor in charge of the treatment can initiate a 72-hour 'holding' power over someone who is already an inpatient in hospital, preventing them from leaving hospital and allowing time for consideration to be given as to whether an application should be made for further detention. This power is contained in Mental Health Act 1983, section 5(2). Form H1 is to be used and then passed to the matron/duty nurse manager for receipt on behalf of the

Managers. (Form H1 is accessible for use in practice via the [MHA Staff User Guide](#) published to the Safeguarding intranet site).

This detention should then generate a Mental Health Act assessment – See [Appendix A](#) for the procedure flow chart.

It is important to note that S5-2 holding powers do not apply to outpatient areas such as the Emergency Department and S-DEC.

6.2.3 Emergency or Elective Inpatient Admission for a Patient Detained under MHA

Many acute hospitals Trusts such as SFHFT are implored to utilise the powers within the Mental Health Act 1983 to detain a small but significant number of patients.

Patients may be detained directly from the community under Section 2 (up to 28 days for assessment) or Section 3 (up to 6 months for treatment). Whilst such admissions are usually to a mental health facility, it will sometimes be appropriate for such admissions to be to SFHFT for the purpose of ensuring the patient receives required physical healthcare. In such cases SFHFT becomes the detaining authority. External clinicians will make the necessary recommendations for admission, but the papers will need to be received by SFHFT managers at the time of admission of the patient using form H3 which is accessible for use in practice via the [MHA Staff User Guide](#) published to the Safeguarding intranet site. There is a requirement to ensure that such papers are completed accurately and managed appropriately (See [Appendix B](#) for S2 flowchart and [Appendix C](#) for S3 flowchart). The Mental Health Trust will have to assign a Responsible Clinician from the point of admission.

General hospitals may be asked to admit patients who are detained by the mental health service but may need treatment for their physical health that cannot be provided within a mental health hospital. In such cases it will usually be appropriate for the mental health service to remain the detaining authority and for the patient to be granted leave of absence from the mental health hospital-using powers under **section 17** of the Mental Health Act 1983; this will allow them to be admitted to the general hospital. The advantage of this arrangement is that the mental health services retain the responsibility for the patient's detention and treatment under the MHA 1983 and should ensure that all legal requirements under the MHA 1983 are met in the patient's day to day treatment.

When a patient is transferred to SFHFT the S17 leave paperwork is completed and signed by the mental health Responsible Clinician to initiate the relevant transfer forms which will accompany the patient to the general hospital. The receiving ward should ensure all relevant paperwork is in place upon admission. This should be retained within the patient's records and a copy sent to the Safeguarding Team with a Datix record being completed for information purposes.

The Consultant Psychiatrist will retain overall responsibility for their mental health care and treatment.

Additional mental health staff would be supplied on a 1:1 basis where clinical need and risk indicates, and this should be clearly documented in the S17 form.

6.2.4 Consent to Treatment under the Mental Health Act

In the MHA code of practice, “medical treatment” includes nursing, psychological intervention and specialist mental health facilitation, rehabilitation and care.

The Act defines medical treatment for mental disorder as medical treatment which is for the purpose of alleviating or preventing a deterioration of a mental disorder or one or more of its symptoms or manifestations.

This includes treatment of physical health problems only to the extent that such treatment is part of, or ancillary to, treatment for mental disorder (e.g. treating wounds self-inflicted because of mental disorder). Otherwise, the Act does not regulate medical treatment for physical health problems.

Although the Mental Health Act permits some medical treatment for mental disorder to be given without consent, the patient’s consent should still be sought before treatment is given, wherever practicable.

The patient’s consent or refusal must be recorded in their records.

Staff should familiarise themselves with the Mental Capacity Act and organisational policy surrounding consent to treatment. Where it is felt that the patient lacks capacity, the treating clinician’s assessment of the patient’s capacity to consent should be recorded using MCA2 and kept in patient notes.

If the patient has capacity and the treatment offered is not for the mental health condition/disorder, then the patient can refuse treatment.

The Act enables patients to be treated against their will, but only for their mental disorder. The Act does not sanction treatment for physical disorders that are unconnected to the mental disorder, even where the patient is unable or unwilling to give consent. Staff must consider use of the MCA or DoLs where the MHA is not appropriate.

The most common sections of detained patients at SFHT are Section 2 and Section 3 of the MHA and each section has different treatment options against a patient’s wishes:

Section 2 – patients under this section are detained to a named location for up to 28 days for a period of assessment and treatment. Treatment of their mental health problems should be with their consent, where possible. Compulsory treatment (without the person's consent or against their will) can be pursued where it is deemed to be proportionate to the need. Any medicines prescribed for the treatment of mental health problems must be given by, or under the direction of the approved clinician in charge of the patient's treatment (usually the Consultant Psychiatrist).

Section 3 – patients under this section are detained to a named location for up to 6 months for a period of treatment. Section 3 can be renewed and the detention prolonged subject to certain safeguards. Treatment of their mental health problems should be with their consent, where possible. Compulsory treatment (without the person's consent or against their will) can be pursued where it is deemed to be proportionate to the need. Any medicines prescribed for the treatment of mental health problems must be given by, or under the direction of the approved clinician in charge of the patient's treatment (usually the Consultant Psychiatrist).

When a patient has been treated under detention for more than 3 months, there are safeguards in place to ensure that the treatment is reasonable and proportionate. The patient will be asked if they consent to the treatment that they are receiving or not. The 3-month period starts from the first day that the treatment is administered to the patient, not the date that the patient was detained.

Where they do give their consent, a form called 'T2' will be completed by the approved clinician in charge of the patient's treatment (usually the Consultant Psychiatrist). The patient may only be prescribed and administered medicines listed on this form for the treatment of their mental health problem. This includes treatments for any side-effects that result, for example, the use of hyoscine for clozapine-induced hypersalivation must be included.

Where they do not give their consent, a second opinion is requested from a specially trained medical doctor from the Care Quality Commission, called a Second Opinion Appointed Doctor (SOAD). The SOAD will consider the treatment plan in use, and assuming agreement that it is reasonable and proportionate, they will complete a form called 'T3'. The patient may only be prescribed and administered medicines listed on this form for the treatment of their mental health problem. As above, this includes treatments for any side effects that result, for example, the use of hyoscine for clozapine induced hypersalivation must be included.

Sometimes there is a delay until a SOAD can review the patient. It is acceptable for the approved clinician in charge of the patient's treatment to complete a Section 62 form to cover treatment that is urgent, or immediately necessary in the intervening period. The same rules around prescribing and administering medicines that are stated on the form apply.

The prescription and administration of medicines other than those approved and stated on the relevant form may be considered as assault against the patient. It is therefore essential that advice is sought from a specialist mental health pharmacist where necessary, or in the case of a section that is not listed above.

When a patient is deemed to have the capacity to agree to and agrees to a new treatment for their mental health problem, or a side effect thereof, the form must be updated by the approved clinician to include this, or a further review by a SOAD requested. In some rare cases a patient may have both a Form T2 and T3 in place.

It is worth noting that a detained patient has the same rights as any other patient in the hospital with respect to treatment of any other health problems that they have and are treated in the same way. This means that they retain the right to refuse or accept treatment of any other health problems

6.2.5 Electronic record of an individual's Mental Health Act activity

Whenever a patient, who is subject to a section of the Act, is admitted or an inpatient becomes subject to detention under the Act an entry should be made on DATIX, by ward based clinical staff

It is the responsibility of the relevant Head of Nursing for the division to which the patient has been admitted ensuring that the details of that individual's Mental Health Act admission and its associated activities are recorded on DATIX

6.2.6 Information about patients' rights

Those responsible for care should ensure that patients are made aware of their rights and the effects of the Act. A record should be kept of how, when, where and by whom this information was given; this should be delivered by ward-based staff and should include information on contacting an Independent Mental Health Advocate (IMHA). A monitoring form and standard leaflets to support this are available. These are uploaded on the Trust Intranet site.

Nottinghamshire Healthcare will notify the 'Nearest Relative' of a patient's admission under the Act as soon as possible; unless the patient requests otherwise.

Folders with all flowcharts and standard forms are available to each ward area.

7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

Minimum Requirement to be Monitored (WHAT – element of compliance or effectiveness within the document will be monitored)	Responsible Individual (WHO – is going to monitor this element)	Process for Monitoring e.g. Audit (HOW – will this element be monitored (method used))	Frequency of Monitoring (WHEN – will this element be monitored (frequency/ how often))	Responsible Individual or Committee/ Group for Review of Results (WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)
Lead clinicians, matrons and ward managers are responsible for ensuring that their staff comply with this policy.	Divisional Heads of Nursing	As part of annual appraisal	Annually	Safeguarding Steering Group
These detentions should be reported annually to Trust Board and to the Department of Health using MHSDS	Mental Health Specialist Nurse	Inclusion in Safeguarding Annual Report	Annually	Safeguarding Steering Group
All detentions under the MHA will be reported as an incident via the DATIX system.	Divisional Heads of Nursing & Mental Health Specialist Nurse	Oversight of datix reports	Quarterly	Safeguarding Steering Group

8.0 TRAINING AND IMPLEMENTATION

Trust policy and all relevant tools and reference material available on the Trust intranet.

Individual professionals have a responsibility to ensure that they are aware of the contents of this policy and apply them. It is the responsibility of lead clinicians, matrons and ward managers to identify any training needs and to organise appropriate workplace instruction.

Training can be provided by Nottinghamshire Healthcare NHS Foundation Trust in partnership with SFHFT.

9.0 IMPACT ASSESSMENTS

- This document has been subject to an Equality Impact Assessment, see completed form at [Appendix D](#).
- This document is not subject to an Environmental Impact Assessment.

10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

Evidence Base:

- Mental Health Act 1983, amended 2007
- Mental capacity Act 2005

Related SFHFT Documents:

- Mental Capacity Act Policy

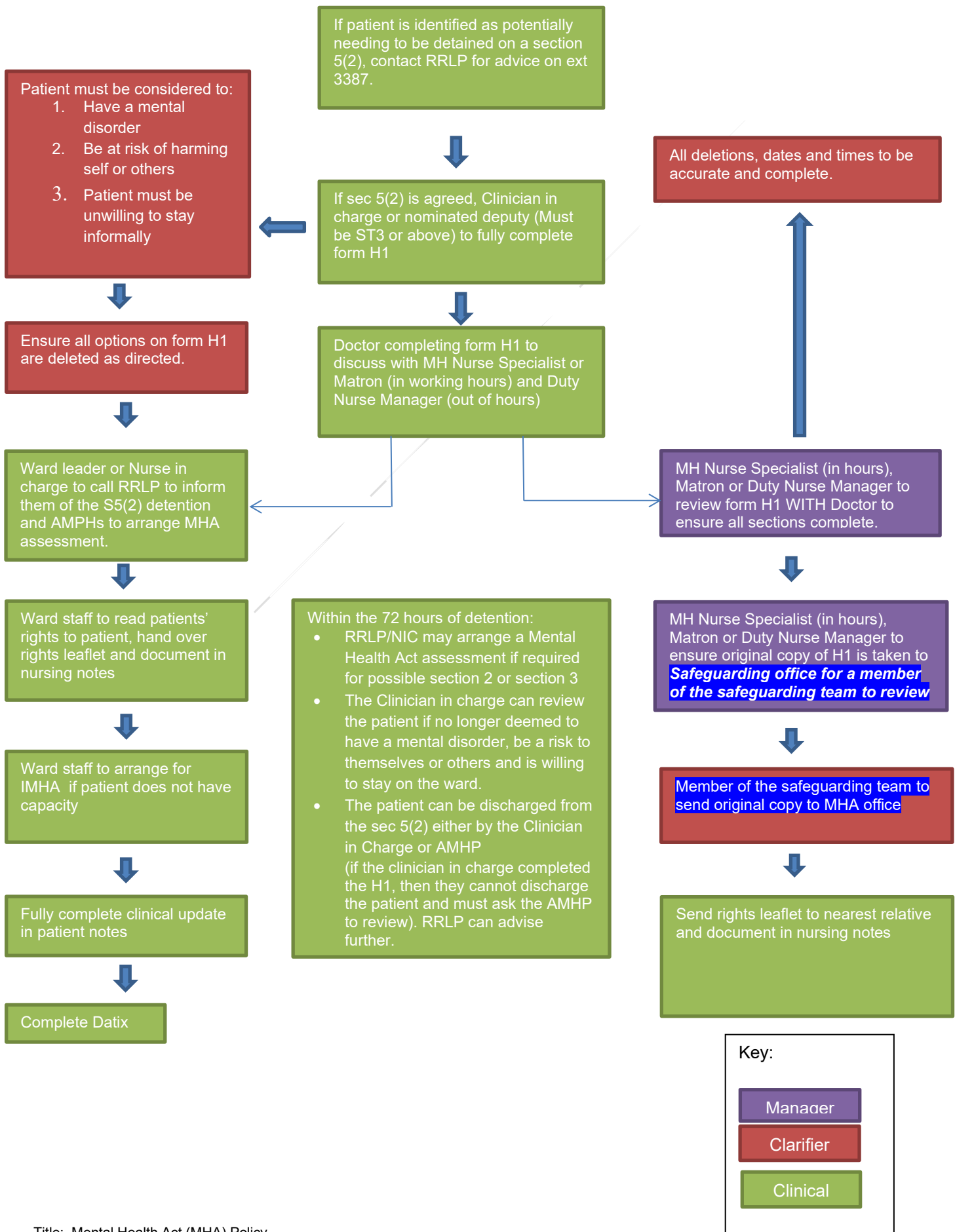
11.0 KEYWORDS

MHA; Section 5.2; Section 2; Section 3; Section 136; Delegated powers; flow chart;

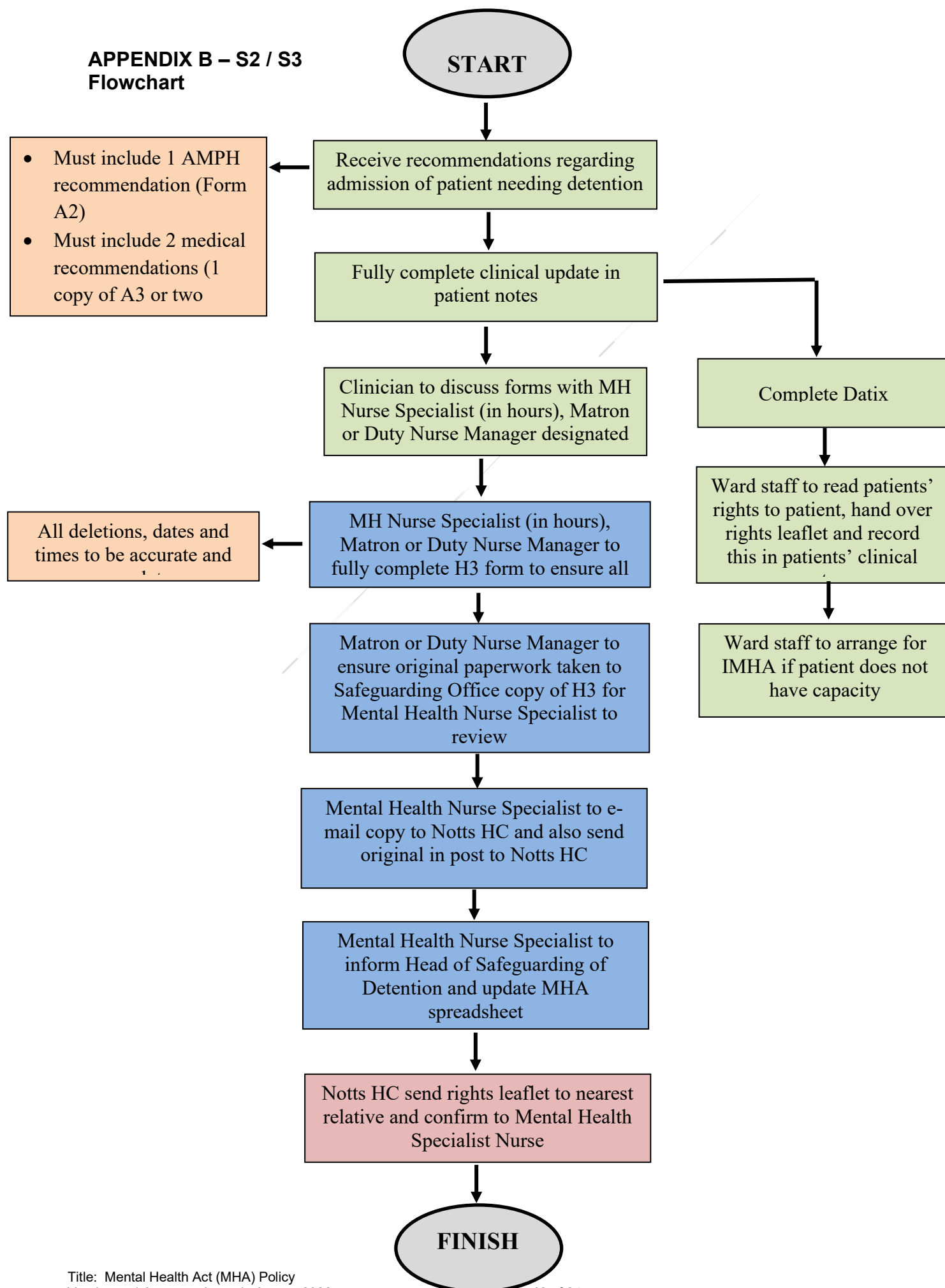
12.0 APPENDICES

Appendix A	S5(2) flowchart
Appendix B	S2 Flowchart
Appendix C	S3 Flowchart
Appendix D	Death in custody at SFHT
Appendix E	Equality Impact Assessment

Appendix A – S5(2) Flowchart

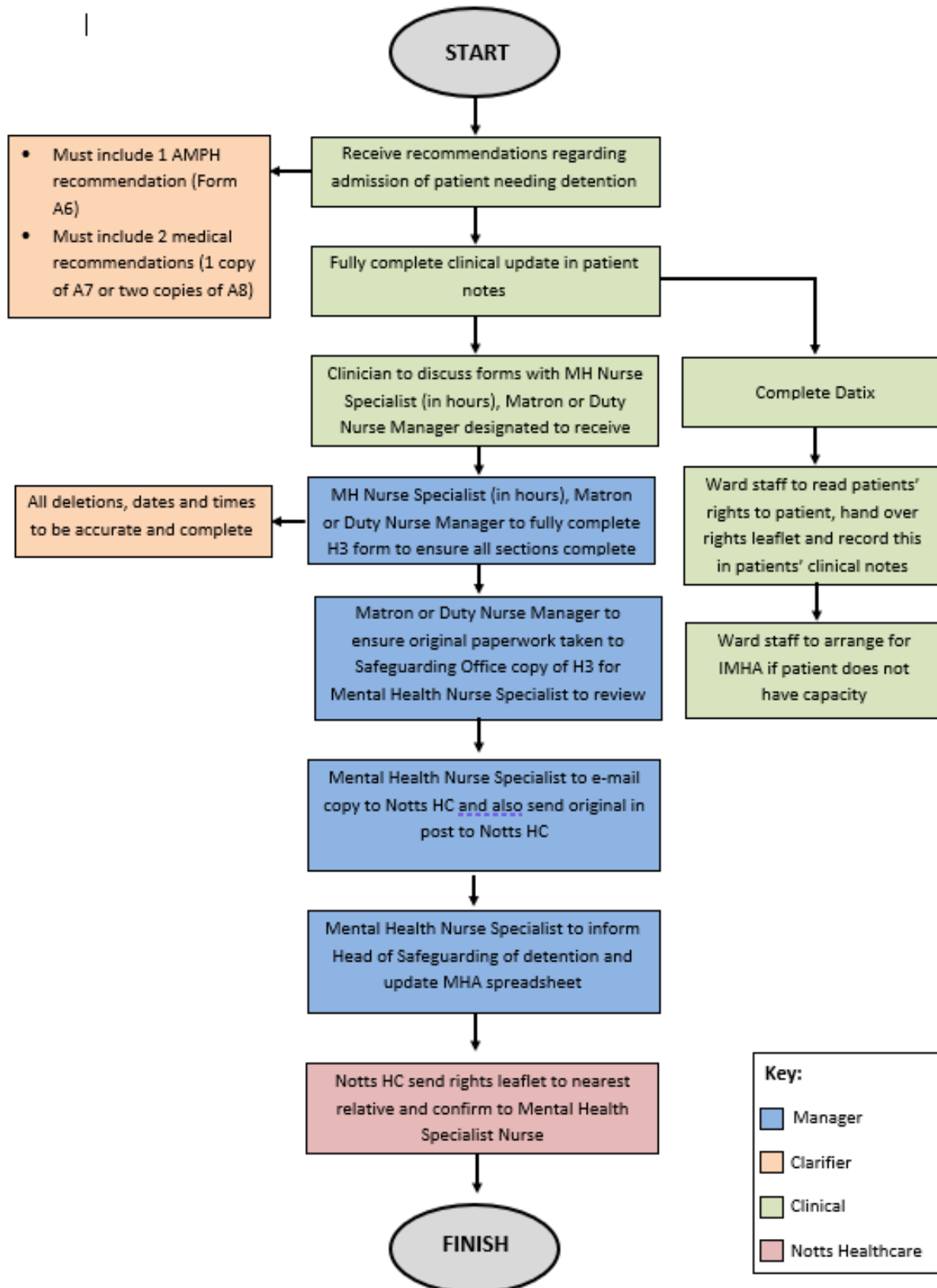


APPENDIX B – S2 / S3 Flowchart



APPENDIX C – S3 Flowchart

Section 3 Flow Diagram



Appendix D – Death in Custody at SFHT

A death in custody at SFHT is a rare occurrence; however, when it does happen and we must ensure full compliance with Police, CQC, Coroner, and legal requirements.

The Care Quality Commission (CQC) must be notified of the death of any person who was detained or liable to be detained under the MHA at the time of death. This includes patients detained under S5-2 or awaiting MH admission with medical recommendations in place.

Important Preventative Consideration:

If a patient detained under the MHA is admitted to your ward and there are concerns that their physical health is deteriorating and recovery is unlikely, it is vital that an early discussion takes place with the detaining mental health hospital/team regarding rescinding the section.

- Only a psychiatric doctor can rescind a section.
- This must be completed using a Form 23.
- Once confirmation is received that the section has been rescinded:
 - Document clearly in the patient's notes.
 - Inform me so this can be recorded appropriately.

If a patient is discharged specifically because they are expected to die (e.g., for end-of-life care), the coroner must still be informed if there are concerns that a failure in care contributed to the death, regardless of the discharge status.

In some cases, despite a section being rescinded a death could still be classed as a death in custody and the Police / Legal Department can support to determine if the death is classed as a death in custody.

For safety monitoring, clinicians must also report if a death occurred within:

- **7 days** of a violent incident or receiving rapid tranquilisation.
- **14 days** of receiving Electroconvulsive Therapy (ECT).
- **30 days** of surgery.

This guidance applies to:

- All patients detained under the Mental Health Act 1983
- All inpatient and emergency department settings within SFHT

Immediate Actions Following Death

- Death must be **verified and documented** by a qualified clinician.
- **Preserve the environment:**
 - Do not disturb the scene unless required for safety.
 - Retain all medical equipment, observation charts, CCTV, restraint records, and electronic records.
- **Secure patient notes and electronic records immediately.**
 - If CPR was attempted, retain arrest documentation, including staff present and their roles.

Police Involvement

- Call 999 and inform the Police that there has been a death in custody.
- Provide as much detail as possible.

- The Police will:
 - Request the bed space be closed off.
 - Class the area as a crime scene until further notice.
- Once death is confirmed:
 - Ensure the patient's dignity is preserved at all times.
 - No one is to enter the bed space without Police permission.
- The Trust must fully cooperate with Police investigations and timescales.

Mortuary

- Inform the Mortuary of the death and that it is classed as a death in custody.
- The patient will not transfer within usual timeframes.
- Once Police confirm transfer is permitted:
 - Clarify whether last offices can be completed.
 - Confirm whether the patient can be transferred to a trolley or must remain on their bed.
 - Police will also advise whether personal belongings can be moved.

Internal Notifications

- Ward Leader and Matron (in hours)
- Duty Nurse Manager (out of hours), who will escalate to Silver/Gold as required
- Mental Health Specialist
 - Ext: 4409
 - Email: louise.symcox2@nhs.net
 - Out of hours: leave voicemail or email
- Trust Legal Team
- Trust Governance Team

External Notifications

- **Police** (as above)
- **Detaining mental health hospital:**
 - Inform them of the death.
 - Document the professional's name and role in the patient notes.
- **CQC:**
 - Must be notified within 24 hours.
 - If the patient is detained to a mental health hospital and on Section 17 leave, the detaining hospital completes the notification.

- If the patient is detained to SFHT, SFHT must complete the notification using the CQC “Death of a detained mental health patient” form.
- **Coroner:**
 - Mortuary will inform the Coroner’s Office.

Family Notification

- Family / next of kin must be informed as soon as possible.
- Families will unfortunately not be able to see the patient or say goodbye until the Police investigation is complete and permission is given.
- This is understandably extremely distressing, and families may require additional support during this time.

Documentation Requirements

- Complete a Datix for a death in custody, including:
 - Patient details
 - Detention status
 - Confirmation of actions taken
- Obtain staff statements to support the investigation.
- Complete a full patient timeline leading up to the death.
- Secure a copy of the patient notes to support the internal investigation and rapid review following Datix submission.

If you have any questions or would like to discuss this further, please do not hesitate to contact me. If a death in custody occurs within your ward area, I am more than happy to attend and provide support.

Thank you for your cooperation and support.

*This information can be found on the mental health intranet page: [Mental Health](#)

APPENDIX E – EQUALITY IMPACT ASSESSMENT FORM (EQIA)

Name of service/policy/procedure being reviewed: Mental Health Act Policy			
New or existing service/policy/procedure: Existing			
Date of Assessment: 16.6.2022			
For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas)			
Protected Characteristic	a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider?	b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?	c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality
The area of policy or its implementation being assessed:			
Race and Ethnicity	This policy provides equitable care for all patients irrespective of race or ethnicity	This policy replaces the previous Mental Health Act policy	None
Gender	This policy provides equitable care for all patients irrespective of gender	This policy replaces the previous Mental Health Act policy	None
Age	This policy provides equitable care for all patients irrespective of age and is relevant to all patients over the age of 18 years	This policy replaces the previous Mental Health Act policy	None
Religion	This policy provides equitable care for all patients irrespective of religion	This policy replaces the previous Mental Health Act policy	None
Disability	This policy provides equitable care for all patients irrespective of disability	This policy replaces the previous Mental Health Act policy	None
Sexuality	This policy provides equitable care for all patients irrespective of sexuality	This policy replaces the previous Mental Health Act policy	None
Pregnancy and Maternity	Patients who are pregnant or postnatal will receive the same standard of mental health care as non-pregnant patients.	This policy replaces the previous Mental Health Act policy	None
Gender Reassignment	This policy aims to provides equitable care for all patients irrespective of gender	This policy replaces the previous Mental Health Act policy	None
Marriage and Civil Partnership	This policy provides equitable care for all patients irrespective of marital status; it	This policy replaces the previous Mental Health Act policy	None

	does acknowledge the patients who are part of a civil partnership and identifies their rights in this area.		
Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)	This policy provides equitable care for all patients irrespective of socio-economic status	This policy replaces the previous Mental Health Act policy	None
What consultation with protected characteristic groups including patient groups have you carried out? None required			
What data or information did you use in support of this EqIA? Information contained within this policy			
As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments? None required			
Level of impact From the information provided above and following EQIA guidance please indicate the perceived level of impact: Low Level of Impact For high or medium levels of impact, please forward a copy of this form to the HR Secretaries for inclusion at the next Diversity and Inclusivity meeting.			
Name of Responsible Person undertaking this assessment: Louise Symcox			
Signature:			
Date: 26/03/2025			