

**ADM3**

**Quarterly report to the MWC on admissions of young people to non-specialist wards.**

This report is to be made retrospectively on admissions of young people under the age of 18 for treatment of mental disorder to adult mental health, paediatric and general hospital wards. *(Please see notes below).*

The Commission does *not* need to be informed of admissions of young people that are:

- **less than 24 hours in duration or**
- **a result solely of substance misuse.**

Reporting periods relate to admissions that begin on dates:

**1<sup>st</sup> April - 30<sup>th</sup> June**

**1<sup>st</sup> July - 30<sup>th</sup> September**

**1<sup>st</sup> October - 31<sup>st</sup> December**

**1<sup>st</sup> January - 31<sup>st</sup> March**

All ADM3 reports should be sent to the Commission within 28 days of the end of any reporting period.

**NHS Board:**

**Reporting Period:**

| Hospital | Patient Name | Date of Birth | Admission date to Ward | Discharge/Transfer date from Ward |
|----------|--------------|---------------|------------------------|-----------------------------------|
|          |              |               |                        |                                   |
|          |              |               |                        |                                   |
|          |              |               |                        |                                   |

| Hospital | Patient Name | Date of Birth | Admission date to Ward | Discharge/Transfer date from Ward |
|----------|--------------|---------------|------------------------|-----------------------------------|
|          |              |               |                        |                                   |
|          |              |               |                        |                                   |
|          |              |               |                        |                                   |
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|          |              |               |                        |                                   |

*Notes:*

**Admission Date** is defined as the date that a young person's care commences in a ward.

**Discharge Date** is the date of discharge or transfer of the young person from that non-specialist ward.

*If a young person has been placed in a succession of non-specialist wards during a single admission episode (eg general adult ward and then IPCU and then general ward) then an entry should be made detailing the duration of stay on each non-specialist ward during that single admission episode.*

*If patients are still patients within non-specialist wards at the end of any given reporting period please identify these patients and provide details of their admission episode on subsequent ADM3 reports.*

If you have any questions please telephone the MWC on 0131 313 8777 and ask to speak to a member of the Casework Administration staff.

Please return to:

The Mental Welfare Commission  
 Thistle House  
 91 Haymarket Terrace  
 Edinburgh  
 EH12 5HE

Email: [mwc.admin@nhs.net](mailto:mwc.admin@nhs.net)