

DEPRIVATION OF LIBERTY SAFEGUARDS: Flowchart B THE APPLICATION PROCESS

PREPARATION: the following information will be required:

- The person's age (must be over 18yrs)
- Why the authorisation is needed
- Any relevant medical information
- Any diagnosis of mental disorder and if the person is subject to the Mental Health Act
- Your assessment that the person lacks capacity to consent to the admission
- The person's communication style/language
- What restrictions are being used, any less restrictive alternatives considered
- Why deprivation of liberty is required – harm likely if not deprived of liberty
- Relevant assessments and care plans
- Who there is to consult with – whether an IMCA will be required
- Whether there is an advance decision to refuse treatment, a Lasting Power of Attorney or Court Appointed Deputy

IDENTIFY (AND IF POSSIBLE ALERT) THE RELEVANT SUPERVISORY BODY

Planned situation: application needed in advance of admission

Unplanned situation: the person is already deprived of liberty

Complete Form 4 (application for a Standard Authorisation) and submit to Supervisory Body together with any relevant assessments and care plans

Complete Form 1 (Urgent Authorisation):

- Provide copies to the relevant person and any IMCA involved
- Take steps to help the person understand the effect of the authorisation and their right to appeal (oral and written information should be provided)

AT THE SAME TIME complete Form 4 (application for a Standard Authorisation) and submit to Supervisory Body, together with any relevant assessments and care plans

- **Inform the relevant person and any other relevant parties**, including relatives, carers and any IMCA already involved (provide copies of DH leaflets if appropriate).
- **Facilitate the assessment process** by providing assessors with prompt access to:
 - The relevant person, who will need to be interviewed in private
 - Relevant clinical records
 - Staff involved in caring for the person

Take appropriate action depending on the outcome of the application (see Flowchart C)

IF, IN EXCEPTIONAL CIRCUMSTANCES, AN EXTENSION IS REQUIRED FOR AN URGENT AUTHORISATION, REQUEST THIS BY SUBMITTING FORM 2 TO THE SUPERVISORY BODY