

Appendix D

FORMS AND RECORDS
required under the
MENTAL HEALTH ACT 1983
and the
REGISTERED HOMES ACT 1984

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INFORMATION
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APPENDIX D
FORMS AND RECORDS
required under the
MENTAL HEALTH ACT 1983
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REGISTERED HOMES ACT 1984

NOTE: All the items listed below are published by, and may be obtained from, SHAW & SONS Ltd., Shaway House, Lower Sydenham, London SE26 5AE. Further details will gladly be supplied on request.

Cat. No.	DESCRIPTION	Reference to Act	Reference to Text of this Book
MENTAL HEALTH ACT 1983			
Admission for Assessment			
		s. 2	11-05
MHR 1	Application by nearest relative for admission for assessment.		
MHR 2	Application by [a mental welfare officer] [an approved social worker] for admission for assessment.		
MHR 3	Joint medical recommendation for admission for assessment.		
MHR 4	Medical recommendation for admission for assessment.		
Admission for Treatment			
		s. 3	11-06
MHR 8	Application by nearest relative for admission for treatment.		
MHR 9	Application by [a mental welfare officer] [an approved social worker] for admission for treatment.		
MHR 10	Joint medical recommendation for admission for treatment.		
MHR 11	Medical recommendation for admission for treatment.		
Admission for Assessment in Cases of Emergency			
		s. 4	11-04
MHR 5	Emergency application by nearest relative for admission for assessment.		
MHR 6	Emergency application by [a mental welfare officer] [an approved social worker] for admission for assessment.		
MHR 7	Medical recommendation for admission for assessment.		
Application for Guardianship			
		s. 7	11-07
MHR 17	Guardianship application by nearest relative.		
MHR 18	Guardianship application by [a mental welfare officer] [an approved social worker].		
MHR 19	Joint medical recommendation for reception into guardianship.		
MHR 20	Medical recommendation for reception into guardianship.		

Cat. No.	DESCRIPTION	Reference to Act	Reference to Text of this Book
Transfer of Patients		s. 19	11-18
MHR 26	Authority for transfer of patient from one guardian to another.		
MHR 27	Authority for transfer from guardianship to hospital.		
MHR 28	Joint medical recommendation for transfer from guardianship to hospital.		
MHR 29	Medical recommendation for transfer from guardianship to hospital.		
Hospital Registers		—	
MH 2H	General Register.		
MH 51	Register of Informal Admissions.		
MH 52	Register of Admissions for Assessment.		
MH 53	Register of Admissions for Treatment.		
	Note: All the above Registers are published in loose leaf form suitable for binding in a key-winding thong binder.		
Remands to Hospital		s. 35	
MF 35A	Order for remand to a hospital for report on the mental condition of the accused.		
MF 35 B	Order for further remand to a hospital for report on the mental condition of the accused.		
Hospital and Guardianship Orders		s. 37-38	15-02-10, 15-22
MF 35	Hospital Order.		
MF 36	Guardianship Order.		
CYP 34	Hospital Order: care proceedings.		
CYP 42	Guardianship Order: care proceedings.		
MF 35C	Interim Hospital Order.		
MF 35D	Continuation of an Interim Hospital Order.		
Restriction Orders		s. 43	15-14
MF 40	Commitment by Magistrates' Court to Crown Court for restriction order.		
MF 41	Commitment by Magistrates' Court to Crown Court for restriction order or sentence.		
MF 42	Order of admission to hospital pending restriction order.		
Transfer to Hospital of Prisoners, etc.		ss. 47-53	
MF 21	Notice on committal for trial of person subject to transfer direction under section 47.		
MF 97A	Notice of cessation of effect of a transfer direction.		

Cat. No.	DESCRIPTION	Reference to Act	Reference to Text of this Book
	Warrant to search for and remove patients	s. 135	12-03
MH 70	Information as to person believed to be suffering from mental disorder who is being ill-treated, etc., or living alone.		
MH 71	Warrant to remove to place of safety person believed to be suffering from mental disorder who is being ill-treated, etc., or living alone.		

REGISTERED HOMES ACT 1984

NH 60	Information leaflet for distribution to applicants for registration (a four page leaflet, setting out in simple and concise terms the legal requirements for registration).
NH 61	Application for registration (8 pages).
NH 62	Notice of proposal to grant/refuse registration.
NH 63	Notice of decision to grant/refuse registration.
NH 64	Certificate of Registration—Nursing Home.
NH 65	Certificate of Registration—Mental Nursing Home.
NH 66	Register of Nursing Homes.
NH 67	Register of Mental Nursing Homes, divided into two parts— Part I—Homes registered to receive patients liable to be detained under Mental Health Act 1983. Part II—Homes not registered to receive patients liable to be so detained.
NH 68	Inspection/Review Report Form (8 pages).

Forms and Records for use by proprietors and managers of Registered Homes

NH 80	Register of patients—Nursing Home (one sheet per patient).
NH 81	Register of patients—Maternity Home (one sheet per patient).
NH 82	Case record of patient.
NH 83	Case record of child born in home.
NH 84	Register of surgical operations.
NH 85	Register of use of specially controlled techniques.
NH 86	Record of medicines.
NH 87	Record of controlled drugs.
NH 88	Register of deaths.
NH 89	Register of staff employed.

Note: All the above Registers are supplied as loose leaf sheets of the same size and may, if desired, be kept in a single binder, separated by tabbed dividing sheets.

Cat. No.	DESCRIPTION	Reference to Act	Reference to Text of this Book
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Notices in respect of Deaths

NH 90 Notification of death of patient, or child born to patient.

Fire Precautions

RH 65 Fire Instruction Notice, for display in Home.
RH 66 Fire Precautions Instruction card, for issue to staff.
NH 92 Record of maintenance of equipment.
RH 63 Record of fire practices, alarm tests, etc.