

## STANDARD OPERATING PROCEDURE

### ICST SOUTH CHP

#### RAISING ADULT SUPPORT AND PROTECTION CONCERNS

##### Purpose

The purpose of this document is to provide guidance to all staff on the process for raising Adult Support and Protection concern (AP1).

**NHSL staff have a legal duty to report within 1 working day any concerns to Council Social Work Services if it is known or believed that a person is an Adult at Risk who meets the 3 point criteria detailed below and that protective or supportive action is needed.**

##### 3 Point Criteria

- Unable to safeguard their rights, well-being, property or other interests
- At risk of harm (financial, psychological, physical, sexual, neglect, self-harm and self-neglect)
- Are affected by a disability, mental disorder, illness or physical or mental infirmity

The diagram (Appendix 1) shows the process for raising an AP1 and follow up.

##### Clinical Advice and Support

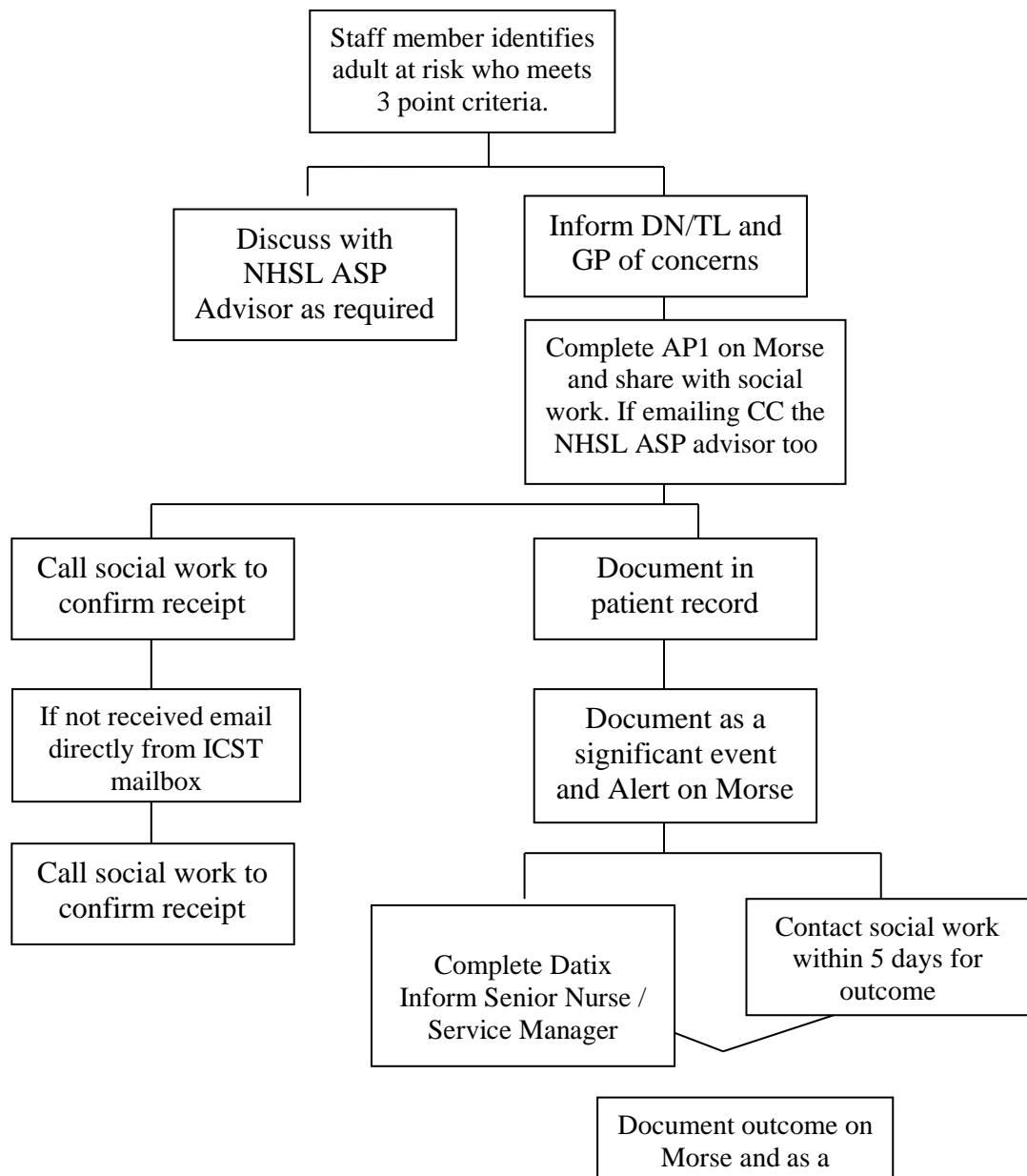
1. Identify adult at risk who meets the 3 point criteria.
2. Discuss with NHSL ASP Advisor as required on 01698 894124 or email [AdultProtectionNHSL@lanarkshire.scot.nhs.uk](mailto:AdultProtectionNHSL@lanarkshire.scot.nhs.uk) should you require any further information. Information and guidance can also be found in the Adult Support and Protection pages on Firstport.
3. Advise District Nurse/Caseload Holder, Team Leader and GP of concerns and that AP1 is being raised.
4. Complete AP1 referral form on Morse and share with social work.
5. Telephone call to social work to advise that AP1 is being raised. Take details of social worker who has been advised and confirm their receipt of AP1. If social work does not receive the referral via Morse, confirm social work email address and email the AP1 directly to social work from the ICST Mailbox. Do not send from individual staff email address. CC NHSL ASP advisor in to the email. Confirm with social work they have received the AP1.
6. Document in patient records, Morse notes, Morse Alerts and as a significant event on Morse.

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7. Complete Datix that AP1 has been raised.
8. Inform Senior Nurse/Service Manager of ASP referral and that a Datix has been completed.
9. Update the register to contact social work within 5 days to discuss outcome of AP1.
10. Document outcome on Morse notes and as a significant event on Morse.

## Appendix 1

### Raising Adult Support and Protection concerns (AP1).



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