

## PROCEDURES

**1. ADMISSION AND DISCHARGE PROCEDURE****Admission of Mentally Ill Patient**

The psychiatric patient can be admitted by the medical officer incharge of the hospital on request even without the application made by the patient. Similarly, the person who is admitted can be discharged within 24 hours. Admission of mentally ill patients can be on:

- ☐ Voluntary basis
- ☐ Under special circumstances
- ☐ Admission by the police officer or magistrate
- ☐ **Admission on voluntary basis:** Any person (except a minor) who considers himself to be a mentally ill person and desires to be admitted to any psychiatric hospital or psychiatric nursing home for treatment, may request the medical officer incharge for being admitted on a voluntary basis.

A minor voluntary patient can be admitted at the request of his/her guardian.

The patient is admitted for 24 hours. Then a board, consisting of two medical officers, will decide whether such a voluntary patient needs further treatment or should be discharged. In that case, the treatment is continued for a period of not exceeding 90 days at a time.

- ☐ **Admission under special circumstances:** Any mentally ill person who does not, or is unable to, express his willingness for admission as a voluntary patient, may be admitted or kept as an inpatient in a psychiatric hospital or psychiatric nursing home on an application made by his/her relative or friend. If the medical officer incharge is satisfied that in the interest of the mentally ill person it is necessary to keep him/her under treatment, he/she is kept as an inpatient in the hospital.

Application on a prescribed form shall be accompanied by two medical certificates from two medical officers, one of whom should be in Government Service. They should explain the condition of the mentally ill patient, such that he/she should be treated as an inpatient in a psychiatric hospital.

- ☐ **Admission by the police officer and magistrate:** A police officer, under Section 23 of the Indian Mental Health Act, 1987, may take into protection any person found wandering within the limits of his station. The officer should have reason to believe that the person is mentally ill and is incapable of taking care of himself. He can be dangerous because of his mental illness.

Such patient is produced before a nearby magistrate within 24 hours of detention.

The magistrate shall:

- ☐ Examine the person to assess his capacity to understand.
- ☐ Cause him to be examined by a medical officer, and
- ☐ Make such inquiries about the person as he may deem necessary.

If the medical officer certifies and the magistrate is satisfied that the person is mentally ill, he is treated as an inpatient in the psychiatric hospital. This is in the interest of the patient's health and personal security.

**Discharge of Mentally Ill Patient**

The medical officer incharge of a psychiatric hospital or psychiatric nursing home may on the recommendation of two medical practitioners, one of whom shall preferable be a psychiatric, by order in writing, direct the discharge of any person, other than a voluntary patient detained or undergoing treatment as an inpatient. Such a patient should thereupon be discharged from the psychiatric hospital or psychiatric nursing home, provided there is no order from any other authority like the superintendent of prison.

## Leave of Absence

Any application for leave of absence on behalf of a mentally ill person (not being a mentally ill prisoner) undergoing treatment as an inpatient in any psychiatric hospital or psychiatric nursing home may be made to the medical officer incharge.

The application should be submitted duly signed by the relatives who had admitted the patient. It should be accompanied by a bond specifying:

- ☐ To take proper care of the mentally ill person.
- ☐ To prevent the mentally ill person from causing injury to himself or to other, and
- ☐ To bring back the mentally ill to the psychiatric hospital on the expiry of the leave period.
- ☐ In case the patient is not brought back after the expiry of the leave period, the magistrate needs to be informed.

### Format 1

**Write the procedure of admission under the following headings:**

- ☐ **Biodata of patient**
- ☐ **Condition of patient at the time of admission**
- ☐ **Type of admission**
- ☐ **Role of nurse at the time of admission**

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### Format 2

**Write the procedure of admission under the following headings:**

- ☐ **Biodata of patient**
- ☐ **Condition of patient at the time of admission**
- ☐ **Type of admission**
- ☐ **Role of nurse at the time of admission**

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### Format 3

**Write the procedure of admission under the following headings:**

- ☐ **Biodata of patient**
- ☐ **Condition of patient at the time of admission**
- ☐ **Type of admission**
- ☐ **Role of nurse at the time of admission**

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### Format 1

**Write the procedure of discharge under the following headings:**

- ☐ **Biodata of patient**
- ☐ **Condition of patient at the time of discharge**
- ☐ **Type of discharge**
- ☐ **Health education at the time of discharge**

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## Format 2

**Write the procedure of discharge under the following headings:**

- ☐ **Biodata of patient**
- ☐ **Condition of patient at the time of discharge**
- ☐ **Type of discharge**
- ☐ **Health education at the time of discharge**

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### Format 3

**Write the procedure of discharge under the following headings:**

- ☐ **Biodata of patient**
- ☐ **Condition of patient at the time of discharge**
- ☐ **Type of discharge**
- ☐ **Health education at the time of discharge**

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