

Sent via email

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Dear [REDACTED]

**Request for Information**

I write further to your request FOI ID OP 103 under the Freedom of Information Act 2000 regarding:-

**Inpatient Wards and parents & family**

Your request is set out below:

1. Admissions Data
  - a) How many individual admissions (for one night or more) were made to each psychiatric inpatient ward in the Trust. This question refers to all patient admissions, not just parents.

**Please find attached spreadsheet containing requested information**

- b) How many of the patients reported under 1.a. were parents (as defined above)?

**All information requested is not routinely collected outside normal record keeping of a clinical record. The requested information is not held centrally and is contained within the individual clinical records and archive systems which cannot be extracted as a standalone piece of data. In order to extract the requested information and collate the results would require a manual exercise to identify and review clinical records and would exceed the appropriate time limits, as per the Freedom of Information Act 2000 section 12(1) which does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit**

2. Parental Status Data Collection
  - a. What data are routinely collected on parental status when inpatients are admitted or during their care? For example, are any of the following recorded: parenthood status, parental responsibility, children's age, involvement of statutory services, where child currently resides? Is any other related information routinely recorded?

**Any details around a child of a client should be recorded on either the Safeguarding Children in the Client Network form or on the Client Personal Contacts screen in the Client Demographics sections of the clients record.**

3. Trust/ward policies and procedures

- a. Please provide copies of Trust policy documents which include reference to the needs of psychiatric inpatients who are parents and their families (e.g. family visit policies).

**Please find attached copies of documents/ policies/ procedures as requested.**

- b. Please provide copies of any internal guidelines/SOPs used by wards to manage child visits to wards.

**Please find attached internal guidelines/ SOPs as requested, please note children are not permitted to visit on trust wards these are facilitated within family rooms which are not within the inpatient wards.**

- c. Please provide a copy of each inpatient ward induction/welcome pack for inpatients.

**Please find attached inpatient ward induction/ welcome pack as requested.**

- d. Please provide a copy of any written information provided to carers of inpatients.

**Please find attached inpatient ward information provided to carers of inpatients**

- e. Please provide a copy of information provided to the carers of children of inpatients while they are inpatients (e.g. foster carer, grandparent).

**No Such information exists**

- f. Please provide a copy of any information provided to child(ren) of inpatients.

**If a child is a young carer of an inpatient they are provided with the information provided to inpatient, we do not have separate information for children.**

4. Child visits.

- a. During the reporting period, how many parents received at least one visit from their child/ren during their inpatient ward admission?

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- b. During the reporting period, how many individual visits were made by children to inpatient psychiatric wards?

**All information requested is not routinely collected outside normal record keeping of a clinical record. The requested information is not held centrally and is contained within the individual clinical records and archive systems which cannot be extracted as a standalone piece of data. In order to extract the requested information and collate the results would require a manual exercise to identify and review clinical records and would exceed the appropriate time limits, as per the Freedom of Information Act 2000 section 12(1) which does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit**

5. Family-friendly facilities

- a. Please provide a description of any family visit room(s) on each inpatient ward (include details of fixtures and fittings).
- b. For each family room, state whether it is used solely for the purpose of family visits.
- c. Please provide a photograph of each family room (a snapshot from a phone is fine).

**Please find attached spreadsheet of family friendly facilities for each ward**

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of  
The Information Governance Department