
SEVENOAKS AREA MIND DAY SERVICES REFERRAL FORM

Sevenoaks Area Mind Day Services require the following information for use in an emergency, which will be held in a "locked" computer file or locked filing cabinet. Some of the questions may appear personal however information is being held strictly on a need to know basis and will be confidential to staff. Its purpose is to safeguard your well-being and that of others whilst accessing the Day Services.

Name: Contact in emergency:
Telephone Number:

Address: General Practitioner:
Telephone Number:

Telephone number:

Date of birth:

Care Co-ordinator/Professional Contact Person/Social Worker

Telephone Number:

Medical condition e.g.
(epilepsy, asthma, diabetes etc.)**

Referrer:

** Relevant information regarding any physical risk to a person arising from a medical condition:

Some users of mental health services when they are having a crisis either have difficulty looking after themselves, can sometimes hurt themselves, can be physically or verbally abusive to others, and may isolate themselves. If this is relevant to you, please give details below.

Please let us know how we can be of help should you become unwell or experience any of the above.

Any other information which you would like staff to know in order to best facilitate and best support you when at the Centre.

It would be of benefit to know of any special interests, skills or hobbies that you would like to share or develop in the Day Centre.

**I agree that the staff of the Centres can discuss relevant aspects of my Care with my GP, Social Worker or Key Worker, and to obtain further information if necessary including an up to date Risk Assessment and Care Plan.

Signed:

Date:

Please return this form to the Centre Manager

For Glen Dunlop Centre, 32-34 St John's Road Sevenoaks TN13 3LW
For The Drop-in, 3 St Mary's Road, Tonbridge, Kent TN9 2LD

Alternatively you can telephone the Centre Manager on 01732 743902.

DATA PROTECTION ACT 1998 - WHAT WE WILL USE THIS INFORMATION FOR

It is important to us, as it is to you, that personal information about you is treated as confidential. The only times we will disclose information about you are:

1. Where we have your consent.
2. It is in the public interest to do so.
3. Where we are required to do so by law.
4. To colleagues who work with us and you.

We will use information:

1. To help us build a picture of you in order to support you fully.
2. For management reporting.

The data controller for Sevenoaks Area Mind is Linda Leonard.