

Welcome to The Sett



Admission Unit

Welcome Pack Contents

This pack has all the information you need while you are in hospital. You will be able to find out:

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Information about

The Sett?

You have been admitted to The Sett which is situated in Howarth Way, Northampton, NN5 4AA.



The Sett is a purpose built (2010) admission unit for young people between the ages of 13 and 18 years. Assessment and treatment for a range of mental health difficulties is available. The aim of treatment consists of working with you to develop effective coping skills, commencing pharmacological interventions if required and addressing any other identified needs to aid your recovery journey.

The Sett was named so in recognition of its local badger population. As well as Northamptonshire, The Sett takes patients from throughout the East Midlands including Leicestershire, Derbyshire, Lincolnshire, Milton Keynes and Nottinghamshire.

Informal Patients

If you are an informal patient, this is because you have agreed to be admitted or if you are less than 16 years, your parent or guardian has agreed to the admission.

Formal Patients

If you are a formal patient, then you have been detained on a section of the Mental Health Act (1983). A member of staff will explain your rights and a leaflet will be made available to you for your reference. Other leaflets are available for your information regarding :-

an Independent mental health advocate, second opinion regarding your care and the process for appealing against your Section.

You will be assigned a Keyworker who will speak to you about your care and treatment and formulate care plans/set goals to work towards your recovery; they will work with you and liaise with your family. In addition a Co-worker will also be assigned to you and they will work under the direction of your Keyworker.

The trust has a No Smoking policy in and around the hospital. If you smoke and are over the age of 16, you may be offered alternatives for Nicotine Replacement. If you have any questions about this, please speak to a member of staff.

Facilities on the ward include:-

10 single sex bedrooms with En- suite shower facilities comprising of a shower, toilet and wash basin. Bedrooms are situated in designated female and male corridors which are separated by doors.

Separate male and female toilets.

Family room

Activity room

Single sex lounge

Patient kitchen - with access to hot and cold drinks, kettle, fridge, microwave, storage for snacks.

A separate kitchenette area for baking/cooking with staff support.

3 garden areas comprising of a internal courtyard, sensory garden and large garden with a grassed lawn all with available seating.

Designated room with gym equipment.

Televisions

DVD's

Portable DVD & CD Players

Xbox, Nintendo, pool table, table tennis, gym equipment, garden games, board games, art and craft activities

Boundaries & Expectations during admission to The Sett.

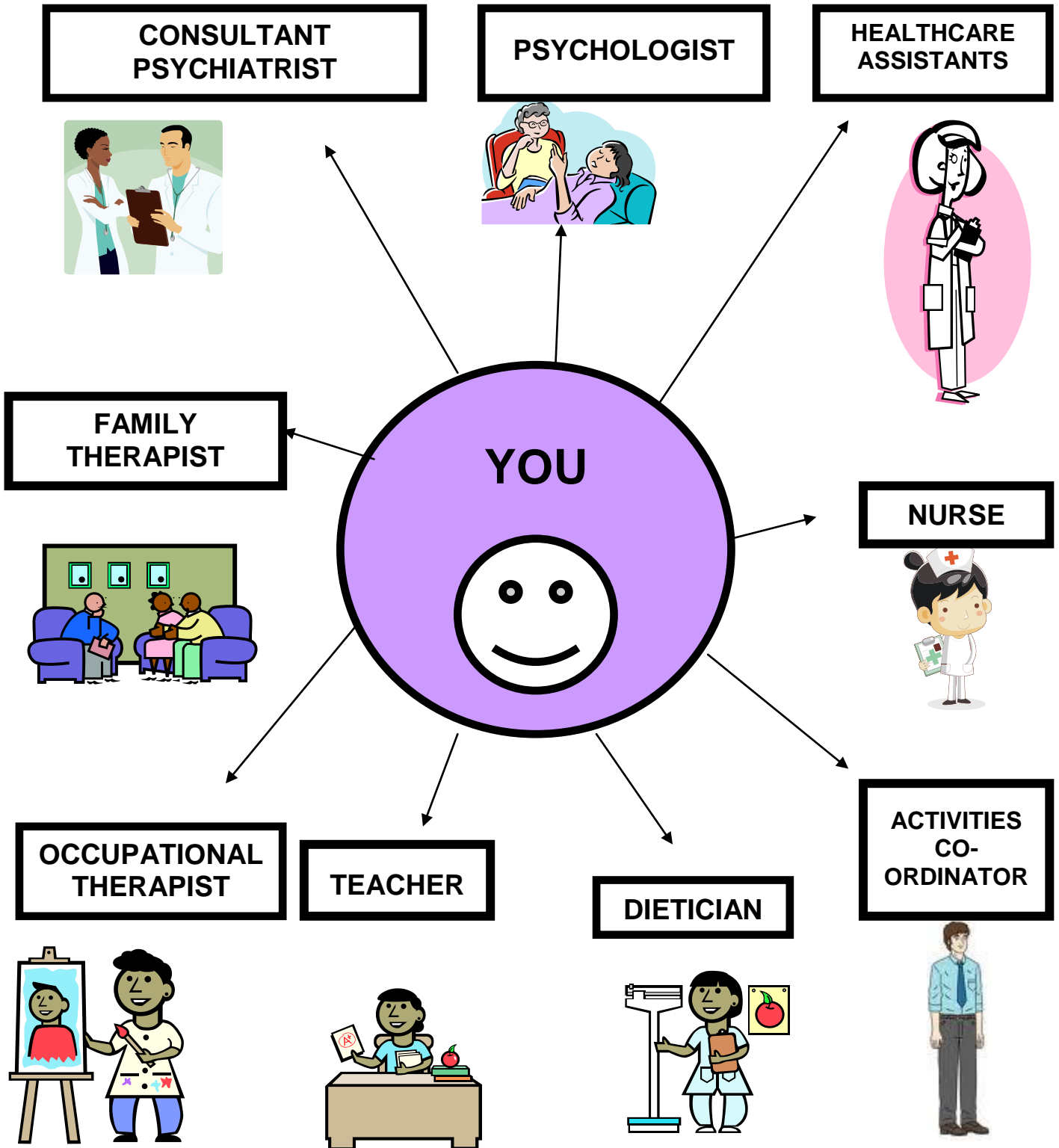


As part of your care and treatment we aim to provide a therapeutic environment that helps you to work towards your recovery. To achieve this we expect you to adhere to the following Rules:

- To attend all sessions offered on the ward including education, therapy groups, 1:1 sessions with multi-disciplinary team members, morning meeting/daily review and family therapy.**
- TVs, Stereos, computer games may not be used during the education and therapy timetable. This will be turned off at the discretion of the nursing staff.**
- Not to bring prohibited items onto the unit as indicated on page 15.**
- To cooperate with us when searching your person or bed space (this may be necessary if we have reason to believe that you have contraband items in your possession that may pose a risk to yourself or others)**
- We do not tolerate bullying of any form. Abuse of personal, sexual, racial or other hurtful nature by any means (Verbal, Written, phone, text, social media etc.) is unacceptable.**

- **We acknowledge that some of the young people's difficulties may involve anger/aggression at times, however if this directed at the environment, staff, visitors and other Young People. There may be occasions when the Police may be called for assistance.**
- **We acknowledge that young people may develop close friendships during their admission; however we do not expect to observe intimate or inappropriate behaviours on the unit such as close physical contact.**
- **Young people are not to return to the unit in an intoxicated state. If you do you may not be allowed to stay.**
- **No intoxicating substances (drugs, alcohol, legal highs etc.) can be consumed or brought onto the unit. If you do this may affect you continue with your admission.**
- **Any individual that does not adhere to expectations & boundaries will have a review undertaken regarding their continued stay at The Sett and discharge may be considered.**

People who may be Involved in Your Treatment and Care



Meal times



Meal times at The Sett are:

Breakfast	8:15am – 8.45am
Lunch	12.30pm – 1.00pm
Dinner	5.30pm – 6.00pm
Supper	9:00pm – 9.30pm

There are two main meal options offered at lunchtime; these are updated daily. If you have any dietary requirements, please speak to a member of staff.



Visits from friends and family and the use of mobile phones are not permitted during meal times.

You can bring your own snacks and drinks in if you wish to and they can be kept in the fridge/cupboard in the young person's kitchen.

Visiting times



Visiting times on Ward/Unit are:

Monday - Friday

6.00pm – 8.00pm

Saturday, Sunday and Bank Holidays

09:00am – 8.00pm

- **When you are in hospital you can have visitors. You might want to see your family or close friends; an approved visitor list needs to be formulated with your Key-worker on admission.**
- **Visitors will be asked to ring the ward to confirm when they wish to come and see you.**
- **If you would like a child family member to visit you, please talk to the nursing staff to make special arrangements as anyone under the age of 18yrs will need to be accompanied by an adult.**

Daily Routine

Monday to Friday

- **First wake up call at 7.00am**
- **Second wake up call at 7.15am**
- **Bedrooms are locked at 9.00am and re-opened when the education/therapy timetable finishes. This is to encourage participation and aid your treatment.**
- **Morning meeting is at 09:00am-09:30am. This includes setting a goal for the day and a mindfulness exercise.**
- **Education and the therapeutic timetable starts at 9:00am.**
- **Bedtime is at 10.30pm, lights out in your bedroom at 11.00pm**



Weekends and Bank holidays

- **Young people have a choice of having a lie in until 11.00 am subject to individual care plans.**
- **Bedtime at 11:00pm, lights out in your bedroom at 11.30pm**
- **These are guide times and may be adjusted according to your care plan.**

Group Programme

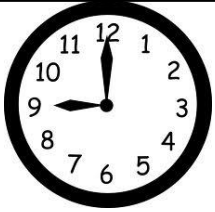
You are expected to participate in the group programme

And education lessons as well as having regular individual meetings with people involved in your care.

- Teachers from hospital and outreach will liaise with your school/college to help support you with your independent studies.
- There is a daily breakdown of the group programme by the nurse's office.
- On Tuesdays there is a patient experience group meeting where you will have a chance to raise any issues you may have or suggestions on how to improve the ward.
- On Tuesday mornings there is a cooking session where you can make your own lunch with other young people and staff.
- If you have any questions about the group programme please speak to a member of staff.



During the week the group programme includes:



**9:00am - 9:30am Morning meeting
(Setting a goal and mindfulness)**



9:30am-10:30am Education lesson 1



11am-12am Education lesson 2



After lunch, the programme consists of therapeutic groups such as art & craft and psychological therapies such as coping skills groups. The times and nature of the groups held depend on the day of the week.



4:30pm-5:00pm Review of the day (this may be subject to review dependent on sessions or activities happening on the ward.)

Personal Possessions

- **It can be difficult to decide what belongings you will need whilst you are in hospital. We have provided a list of items that are not allowed on the unit and items you might like to have with you.**
- **Any items you bring onto the ward are subject to being checked by members of staff. If there are any issues relating to personal items, staff will discuss these with yourself and your family/carer.**
- **Any items that you bring with you are your responsibility to look after. It is your responsibility to keep your bedroom and general ward areas tidy. Please clean up after yourself.**
- **You are allowed to bring in healthy snacks that you can store in your allocated snack box which is stored in the young people's kitchen.**
- **You are not permitted to enter other people's bedrooms.**
- **If you have any concerns or questions regarding personal property, please speak to a member of staff.**
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- **We advise that you do not bring in large amounts of money, maximum of £10 which you are responsible for.**

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- **Mobile phones:**

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Personal mobile phones with a camera, recording facilities and internet access are not allowed on the unit. This is to maintain confidentiality of other young people. A basic mobile phone handset will be made available for you to put your own SIM card into. Please bring your own SIM card with enough credit on it. You are not expected to share your mobile phone with anyone. If this happens your use of mobile phone whilst with us will be reviewed and you may be stopped from accessing a mobile phone.

Times you can use your mobile phone:-

Monday -Thursday 6:00pm-9:30pm

Friday - 4:00pm-9:30pm

Saturday/Sunday & school holidays are flexible but to be handed in by 9:30pm.

PROHIBITED ITEMS

In the interest of Health & Safety and Risk Management the following items are not allowed on to the unit:-

- Cigarettes, lighters, matches
- Over 18 material including magazines/DVDs
- Inappropriate reading material
- Pirate DVDs/CDs
- Mobile phones with camera/internet facilities
- Watch Lighters
- Alcohol (or alcohol based products)
- Laptops (unless for special educational circumstances)
- Metal cans
- Oil burners, candles, incense sticks
- Knives/Blades/razors/pencil sharper's/needles
- Energy drinks
- Drugs/ Illegal Substances
- Aerosol cans
- Plastic bags
- Multi-Media recording devices (items that contain camera/recording/internet facilities e.g. I pods/Nintendo's)
- Hair removal cream
- Dye
- Batteries

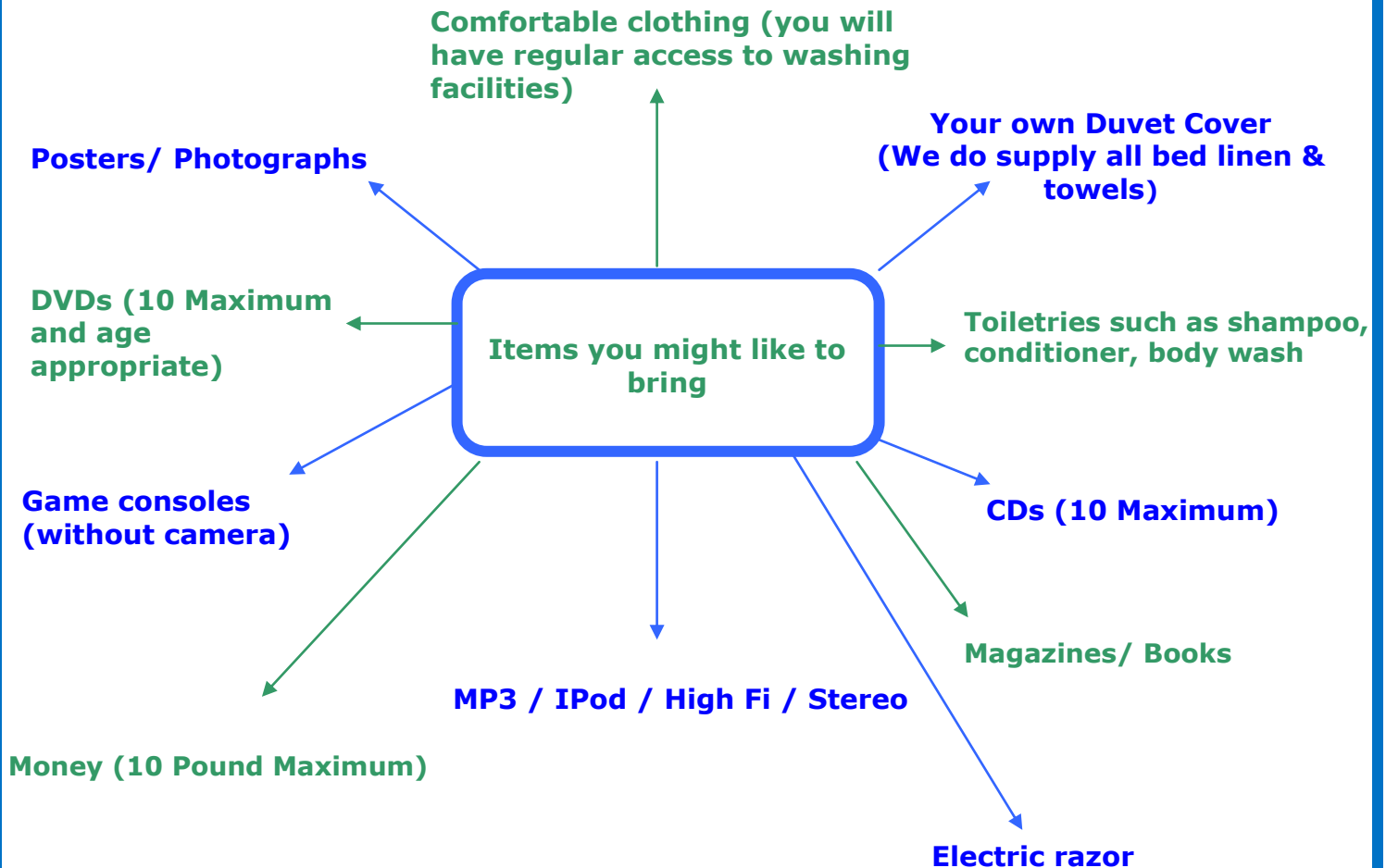
- Glass items
- Hair-Grips
- Chewing gum
- Mirrors
- Personal Mobile Phones
- Smart Watches e.g. Apple watch
- Spiral Bound Note Books
- Craft tape/ribbon/sellotape
- Woollen tread
- Fitbit's/Fitness watches
- Soft toys

Restricted items that are placed in the property cupboard include:

- Electric Razors
- Hairdryers
- Straighteners
- Glue
- Keys
- Money
- Chargers
- Blu tack
- Tweezers
- Eye lash curlers

We reserve the right to check your property and undertake random checks of your bedroom if we have cause for concern about your safety or the safety of others. You will be informed of this and be encouraged to be present, whilst these checks are completed.

Items allowed on the unit



Property Box

When you arrive at The Sett you will be able to place some of your belongings in a box that is kept in a secure area. Items stored here may be:

- **Valuables - whilst we strongly advise you to leave valuables at home, items can be kept in a secure area if you do not want to leave them in your room**
- **Items such as:**
 - Hair straighteners**
 - Hair dryers**
 - Glass/mirrors**
 - Tweezers**
 - Nail polish/ nail polish remover**
 - Electric Razors**
 - Body-spray/perfume**
 - Hair removal cream**
- **Access to items in your property box are limited for safety reasons and may need supervised use**
- **Items brought into the ward that are not allowed will be returned to parents/carers to take home.**



Time off the unit



All time off the unit (leave) will be discussed with you, your parents/carers and the team. A joint decision will be made as to how often/how long you spend off the unit and will become part of your care plan. Time off the unit will include:

- community activities, with/without staff
- appointments
- home leave
- attend your 'home school' for re-integration

Home Leave

Our expectation is that you will work towards going home from Fri – Sun (except on the 1st weekend after admission/concerns about your safety).

Where identified as a specific need leave may be dependent on a satisfactory physical health state & adequate dietary intake

When you return to the ward from any leave, you will be asked if you have any items with you that are not permitted on the unit. If identified, these will be placed in your property box or sent home with your parents/carers.

Whilst the door to the unit is locked at all times, as an informal patient you have the right to ask to leave at anytime. Please discuss this matter with the nurse in charge or one of the ward doctors.

General information



What is a CPA?

CPA stands for Care Programme Approach. You, your parent/carer and healthcare professionals have a CPA meeting to discuss your treatment and what support you may need. It is also a chance for you to discuss any questions you may have about your care. For more information, there is a leaflet about CPA on the ward.

What is a Care Plan?

Care plans are a written plan of action that looks at your individual needs, difficulties you may be experiencing and how best to support you with these. You will be actively involved in developing your care plans and will have a signed copy which we expect you to co sign with your key worker.

How do I get a second opinion?

If you are uncertain about your diagnosis or the treatment you are receiving you may wish to receive a second opinion. There is a leaflet available on the ward for more information.

How do I make a complaint?

If you are unhappy about the way you have been treated you may wish to make an informal or formal complaint. There is a leaflet available on the ward for more information or you can speak to PALS or the advocacy service regarding complaints.

Can I see information that is written about me?

During your stay in hospital, people involved in your care will maintain a health record. This is a written account of your physical and mental health as well as any additional conditions. If you are over the age of 16, you can access your health record by filling in an application form. This application form can be obtained from the address below or by ringing 01604 685429.

Information Governance Team, IM&T Department, Bevan House, Kettering Parkway South, Kettering, NN15 6XR.

Please discuss this further with your key worker if you require any support or assistance.



Is information about me shared with anyone?

All information about you, your family and your care is treated in the strictest confidence by staff. Sometimes, information may need to be shared with agencies outside of The Sett in order to help support your care. A member of staff will discuss this with you if information needs to be shared.

Advocacy

Advocacy at the Sett is provided by Voice Ability, a charity that is completely independent of our service. Advocates work with people to make sure that their voices are heard, that they know their rights and are getting the services they need. Please see our advocacy notice board for further information.

Religion/faith and culture



- We understand that everybody is different and that we all have different needs.
- We will ask you if you have any special culture or religious needs.
- You can ask for someone from your faith community to visit you in hospital. The staff will help you.
- We can make space for you to practice your faith privately. Please see a member of staff if you require this.
- A member of our trust Chaplaincy service can visit you on request if you wish. Please see a member of staff if you require this
- We will support you to make sure that we understand each other. We will use interpreters, signing and equipment, if required.
- If English is not your first language, or you have difficulty in understanding it, we can provide skilled interpreters to help you.

Patient Advice and Liaison Service (PALS)



PALS provide a helpful and friendly service and can provide you with information on services, places and people in the Trust. PALS can also liaise with you and the people involved in your care to resolve problems.

PALS wants to know what you think about the service you are receiving. Any comment you make is valuable in helping the Trust to improve services for you.

Ask a member of staff for a Comment Card and let your voice be heard!

You can contact the PALS Manager through the following details:

Free-phone: 0800 917 8504

E-mail: pals@nht.northants.nhs.uk

Address: The PALS Manager,
Sudborough House,
St. Mary's Hospital,
Kettering,
Northants,
NN15 7PW

Your Privacy, Dignity and Keeping You Safe

- **It's important that staff, patients and their relatives/carers respect each other's privacy and dignity.**
- **The safety of our patients is very important and staff will endeavour to ensure everyone is kept safe.**
- **Verbal or physical abuse will not be tolerated.**
- **Discrimination against others due to their gender, sexual orientation, age, ethnic background, disability or religious beliefs will not be tolerated.**
- **Staff will show respect for the opinions of patients and their visitors. In return, we expect that patients and their visitors will show respect for staff.**
- **Personal alarms are available on admission for the duration of your stay to enable you to raise an alarm in an emergency**



Reducing the Risk of Infection

What YOU can do to help



- **Wash your hands before preparing or eating meals and after using the toilet.**
- **Ask any member of staff if they have cleaned their hands before they have any direct contact/care with you or if you are not sure or worried.**
- **Expect staff to wear gloves and aprons when carrying out some tasks, such as, dressing a wound, cleaning up spills of body fluids or handling dirty linen.**
- **Keep your toiletries for your personal use only.**
- **Try to keep clutter within your bed area or room to a minimum.**
- **Expect your bed linen to be changed as often as necessary and if you move rooms.**
- **Cover any exposed cuts or grazes with a waterproof dressing**
- **and ask staff to change any dressings if they become dirty or bloodstained.**
- **Inform a member of staff immediately if you have episodes of diarrhoea or vomiting.**

Leaflets

Further leaflets are available for your information. You will find the following leaflets on the ward:

- Patient Advice and Liaison Service (PALS)
- Complaints
- Mental Health Act
- Infection Control (Catch It, Bin It, Kill It)
- Advocacy
- Information for Carers of People with Mental Health Problems
- Carers' Information Pack
- How We Handle Information About You (Access to Records)
- Ward Leaflet
- Comment Card and pre-paid envelope
- Anti-bullying
- CPA
- Getting a second opinion
- A guide to consent to treatment
- Smoking

Easy read leaflets of the above are also available.

Useful websites

You may find the following websites helpful:

- Young Minds – www.youngminds.org.uk
 - Youth Space – www.youthspace.me
 - Rethink Mental Illness – www.rethink.org
 - Ask Norman – www.asknorman.co.uk
 - B-eat www.b-eat.co.uk/Home
 - Talk Out Loud www.talkoutloud
-
- NHS Direct- www.nhsdirect.nhs.uk
 - Northamptonshire Healthcare Trust- www.nht.nhs.uk
 - Our website: <http://goo.gl/dhbQ2>
 - How to find us: <http://g.co/maps/adkmr>

