



Process for GPs and Care Teams to send DNACPRs to SECAMB

Background

Do-Not Attempt Cardiopulmonary Resuscitation (DNACPR) documents are put in place to support appropriate care in the event that a patient's heart stops beating. South East Coast Ambulance Service NHS Foundation Trust (SECAMB) have a process to ensure that DNACPRs that are received into the Trust are available to our clinicians at the point of patient contact.

Process

All DNACPR forms are emailed to SECAMB, where they will be uploaded onto the Trust's Intelligence Based Information System (IBIS) within 2 working days. This reduces the risk of inappropriate resuscitation if the original DNACPR document cannot be found on scene in an emergency.

When a DNACPR form is generated in the community, the form should be emailed to SECAMB's secure NHS email address. It will then be uploaded by dedicated Clinical Data Assistants to the IBIS system, separate from any other records that may exist for the patient. This will act as a 'back-up' if the ambulance clinician is unable to easily locate the original DNACPR form at the time of a 999 call.

DNACPRs should be sent to dnacpr.secamb@nhs.net

The DNACPR will be reviewed for legibility and validity prior to upload. If the form is considered invalid then it will be sent back to the originator and a further copy will be requested. In order to assist the Clinical Data Assistants, we suggest that either the patient information is clearly written or a printed patient detail sticker be used in order to make the form easier to read once uploaded.

To ensure the form is recognised as valid by SECAMB clinicians, and to allow for effective upload, all of the following information is required on the DNACPR:

- ✓ Patient details – Full name, address, NHS number (essential for upload)
- ✓ Signed and dated by the appropriate senior Health Care Professional
- ✓ Review date (if applicable) or indefinite
- ✓ Must be legible.

In order to adhere to Information Governance standards, all DNACPR forms must now be emailed to SECAMB. The Trust will not accept DNACPRs received through any other means, such as fax or post.

We also advise a separate DNACPR form is sent to the above email even if resuscitation status is detailed on an existing IBIS care plan that has been uploaded directly onto the system by the patient's care team. This is to ensure a marker 'flag' is added to the patient's address to notify attending clinicians and ensure the electronic copy on IBIS can be easily located at the time of a 999 call.

Under this process, if the original paper DNACPR form cannot be located at the patient's address, or has been mislaid or destroyed, the ambulance clinician can view the electronic copy on IBIS and not commence/cease CPR.

Standards for DNACPR Forms

We recommended that the patient should still retain the original paper DNACPR form. SECAMB's electronic process seeks to complement normal practice and provide a failsafe in the event that a DNACPR cannot be located in the patient's home.

To address all possible scenarios, SECAMB has set our standards for managing DNACPRs as:

- + **Bronze** – Electronic DNACPR held on IBIS or paper DNACPR (either red bordered or non-colour original) with patient
- + **Silver** – Electronic DNACPR held on IBIS and paper DNACPR (non-colour original) with patient
- + **Gold** – Electronic DNACPR held on IBIS and paper DNACPR (red bordered original) with patient.

We are keen that all Health Care Professionals aim to achieve the Gold Standard of an original DNACPR form on scene with the patient and an electronic copy of the DNACPR uploaded and available through IBIS.

Palliative Care Handover Forms

Palliative Care Handover forms which are sent into the Trust will be uploaded to IBIS if a corresponding DNACPR form has also been received.

SECAMB does not have the capacity to add all Palliative Care Handover forms to IBIS. If one has been written without a corresponding DNACPR then the team should seek to add the information directly to IBIS themselves so that ambulance clinicians can access vital information.

If your team is not yet signed up to IBIS or would like information about the benefits of sharing clinical information with SECAMB, please contact the IBIS team by emailing IBIS@secamb.nhs.uk

Please send any queries regarding SECAMB's DNACPR process to the Trust's End-of-Life Care Leads EOLC@secamb.nhs.uk