

**Instruction for informing South Central Ambulance Service (SCAS) of a person's unified Do Not Attempt Cardiopulmonary Resuscitation (uDNACPR) form via email**

Sending uDNACPR form via email to **address relevant to your area below** will generate a 'Warning Flag' on the address where the person is at home.

**Check list before sending email**

1. Ensure you are emailing from an *NHS.net* account or from an organisational email.

**No forms will be accepted without the following details in the email signature / email**

- I. Contact details, name, full postal address and telephone number of institution and of the person sending the email
- II. Name of institution completing the uDNACPR form (if different from I).
- III. Ensure the uDNACPR form is written **clearly** (*Including full postal address*); the top section and section 1 **MUST** be completed fully.

**NOTE: if the form is illegible and does not have the above information - this will render it invalid.**

- IV. The form must be attached to the email. **Ensure the lilac copy that is put in the person's home is signed (section 2)**. When SCAS arrive at the home they will need to see a signed copy of the form. If there is no signed copy in the home this will result in inappropriate resuscitation attempts.

**If the person dies or the uDNACPR decision is cancelled**

Ensure SCAS are informed immediately to enable removal of the 'warning flag' from the person's address.

**Check list before sending email for removal of the 'warning flag'**

1. Ensure you are emailing from an *NHS.net* account or from an organisational email.

**No removal requests will be accepted without the following details in the email signature / email**

- a. Contact details, name, full postal address and telephone number of institution and of the person sending the 'cancellation' email
- b. State the reason for removal of 'warning flag' i.e. decision cancelled or person has died.
- c. Either a copy of the uDNACPR form needs to be attached or the information in the top section of the DNACPR form typed in full in the email.

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