# *Mental Health and Related Services Act 1998*

# Section 18

# Form 64

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| In the interest of patient, staff and visitor safety there may be times when it is necessary to conduct a personal search of a patient, search a patient's belongings and or a patient’s bedroom. Where are search has been conducted it is to be documented in this form. Refer to **Approved Procedure 31 – Personal Search and Seizure** for further information. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | ***Complete person details or affix patient label in box below:*** | | | | | | | |
| **Full name of person:** | | | |  | |  | | | | |  |
| **Also known as** | | | |  | |  | | | | |  |
| **Date of birth:** | | | |  | | / / | | | | |  |
| **HRN:** | | | |  | |  | | | | |  |
| **Sex:** | | | |  | | Male  Female  Non-binary  Not specified | | | | |  |
| **Approved treatment facility or other facility:** | | | |  | | | | | | | |
| Details of the search | | | | | | | | | | | |
| **Location of the search:** | |  | | | | | | | | | |
| **Date and time that the search was conducted: Date:**    / /    **Time:** | | | | | | | | | | | |
| **Reasons for conducting the search:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Details of any item seized in the course of the search:** | | | | | | | | | | | |
|  | | | | | | | |  | |  | |
| **Full name of person who conducted the search:** | | | | | **Signature:** | | | | **Date:**     /   / | | |
| **Position title:** |  | | | | Male  Female  Non-binary | | | | | | |
| **Was a request for a different staff member received?** Approving Authoirty is APP or SRN on duty. | | | **If Yes and carried out, signature of approving authority:** | | | | **If Yes and not carried out, why?** | | | | |
|  | | | | | | | | | | | |
| When to use this form A staff member can search:   * a patient who is admitted to an approved treatment facility; * a person who is detained at an approved treatment facility or other place for an examination by an authorised psychiatric practitioner; or * any other person who presents for treatment or care at an approved treatment facility;   while the person is being admitted/received to the place, or at any time while the person is being provided with treatment and care at the place.  In carrying out the above searches, the following items can be seized:   * An intoxicant; * An item, including a drug that is prescribed for the person, that may pose a serious risk to the health or safety of the person or another person; * An item that the person conducting the search believes is likely to materially assist in determining any question in relation to the person that is likely to arise for determination under the *Mental Health and Related Services Act 1998*.   The person who conducts the search must make a record of the search and any items seized, in this form.  (Note: Police officers also have search and seizure powers, however they have their own forms to document this.)  If the person receiving the search requests a different staff member due to cultural, sexual diversity or spiritual reasons the on duty APP or SRN is authorised to decline the request if they deem it inappropriate for the staff member. How seized item is to be dealt with If an item was seized by a staff member at an approved treatment facility or other place, it must be   * held by the facility/place (or dealt with in accordance with other laws – e.g. given to police if it is an illegal item); and * eventually either returned to the person, their personal support person or destroyed/otherwise disposed of.   A Form 65 –Seized item record must be completed.  (See back of Form 65 for more details about how a seized item is to be dealt with). | | | | | | | | | | | |

**Form Requirements**

Placed on clinical file

Copy provided to person