

# LEAVESDEN HOSPITAL

## INFORMATION BOOKLET

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## **INTRODUCTION**

The purpose of this Booklet is to give outline information of the facilities provided for residents and their relatives when at Leavesden Hospital. The main interest of management and staff is in providing the highest standards of care for all our residents. The following notes are intended to give as much information as possible, but inevitably will not cover everything. The Ward Manager responsible for the resident will often be the best person to approach for further information.

## **LEAVESDEN HOSPITAL**

Leavesden was opened in 1870 as one of the first hospitals to specialize in caring for people with a mental handicap. The main site has most of the residences and on the Annexe Site is Abbots Langley Hospital, and one of our wards for older residents, Maple Unit (located at the lower end of Abbots Langley Hospital). Day care departments are mainly on the main site.

Large mental handicap hospitals across the country are getting smaller as new services in the community are developed in line with the national policy. Leavesden is reducing in size as residents are resettled. Resettlement arrangements are made on an individual basis with very great care. Close liaison is maintained with relatives when such plans are being made.

## **LOCATION**

Leavesden Hospital is situated off College Road, Abbots Langley near Watford, Hertfordshire. It is on a main bus route to and from the Watford Junction and Watford High Street Stations.

A map is provided in the centre of this booklet giving the exact location and routes into London and the North, together with a site plan which gives the location of wards and departments within the hospital.

## **ADMISSIONS**

Arrangements for a person with a mental handicap to be admitted to Leavesden are generally made by a referral to the person's Consultant Psychiatrist by their General Practitioner, a Social Worker or a Community Nurse. The need for both long term and short term admissions is often initially considered at an outpatients' clinic or by a Consultant Psychiatrist and Community Nurse visiting the person's home or day centre, but always in consultation with the parents/ guardians.

## **VISITING**

Residents within the hospital may be visited any day of the week at any reasonable time. It is, however, advisable to telephone and inform the hospital (Garston 674090) in case the resident is in the training centres, at work or out of the hospital. The hospital would appreciate if relatives would inform the ward of their intended visit and ensure that there is no reason for making that particular visit inadvisable. All wards are equipped with an outside telephone extension, but please note that the switchboard, at the present time, is only open between 8am and 8pm Monday to Friday and from 9am to 5pm at weekends.

## **CLOTHING**

The Health Authority is prepared to purchase clothing for residents if they are not able to provide their own. Otherwise people are encouraged to provide their own clothing. Unfortunately it is necessary to provide a few guide-lines because of laundering arrangements and fire precautions.

- (i) All clothes must be marked with the owner's name and the hospital (otherwise the clothes may be misplaced).
- (ii) The clothes should take account of fire precautions (particularly avoid acrylics).
- (iii) Clothes are more likely to withstand repeated laundering if they bear a washcare label of 4 or lower.
- (iv) The Health Authority will take all reasonable care but regrets that it cannot take responsibility for any loss or damage.



## **RESETTLEMENT TEAM**

Leavesden has a Resettlement Team which was established in 1987. Its main objective is to facilitate the resettlement of long stay residents back into the community. This Resettlement Team works in close conjunction with the Resettlement Teams within each borough and they can be contacted through the Resettlement Manager at Leavesden on Garston 674090.

The careful resettlement of people is the main aim of the hospital, to enable people to move to a better way of life in the community. Relatives are encouraged to contact Senior Health and Social Services staff in their area to ascertain the plans that exist for the resettlement of their family member.

## **MANAGEMENT OF THE HOSPITAL**

The Hospital Manager leads a team of people responsible for the management of medical, nursing, para-medical, day activities and general support services.

## **SOCIAL WORKERS**

A Social Work Team is based at Leavesden Hospital. They are employed by Hertfordshire County Council Social Services Department. Their work is primarily centred around working with residents, their carers and families and the local authorities, where appropriate, residents' resettlement in their local communities. However, they are also available for help advice on a wide array of other matters to all residents in the hospital and their relatives. The Team's Secretary is available between 9am and 4.30pm and will get a Social Worker to contact you as soon as possible if one is not available at the time of your call or visit.

In addition, there is a part-time Social Worker on the Eric Shepherd Unit who works exclusively with these residents and their relatives.

## **SOCIAL BENEFIT**

The D.S.S. issues leaflets on benefits which are available to residents and their relatives. Leaflets and advice on benefits payable are available from local social security offices or from the Residents' Services Officer.

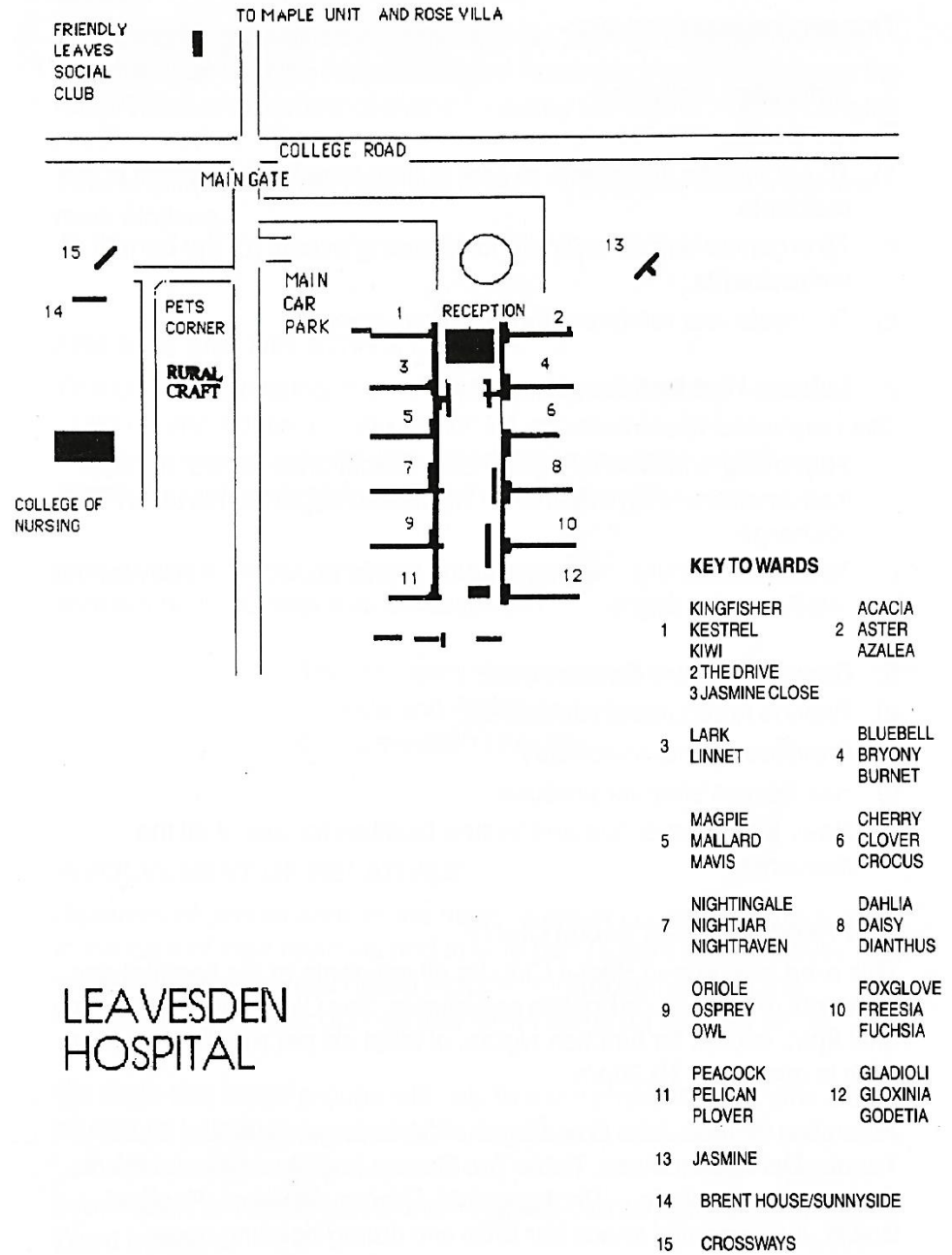
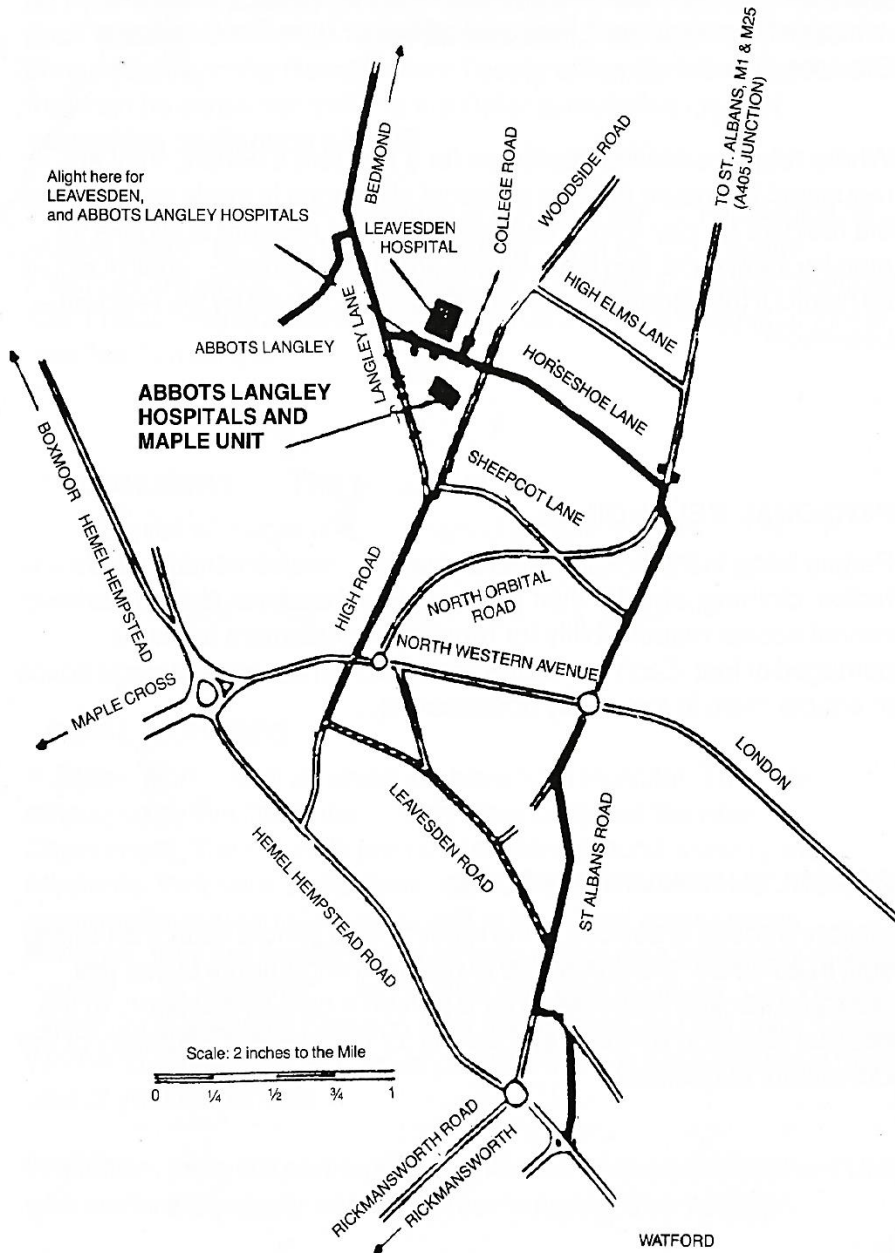
Where relatives are the appointee for a resident's benefit, they are requested to ensure that the personal allowance is made available to the resident for day-to-day expenditure. If the resident is eligible for mobility allowance, and the relatives are the appointee – again it would be helpful if the benefit can be made available for use by the resident at Leavesden.

## **PERSONAL BELONGINGS**

People living in the hospital are encouraged to own items such as radios, clothing, etc., for their personal use. However, the Authority cannot accept responsibility for repair or replacement for items damaged or lost. Each resident is provided with personal storage space to enable them to lock away possessions.

## **CONSULTANT/WARD DOCTORS**

Visitors wanting to see one of the medical staff should notify the nursing staff in advance. It is preferable to make arrangements to see the particular doctors responsible for a person's care by telephoning the hospital (Garston 674090) and asking for the Medical Secretary of the Consultant concerned.



# LEAVESDEN HOSPITAL



## **VOLUNTARY AND SOCIAL ACTIVITIES**

This service is divided into: –

### **1. Voluntary Activities**

The purpose of this area is:

- a) To encourage volunteers to give of their time for the benefit of the residents.
- b) To organise and co-ordinate fund raising events for the benefit of the residents.
- c) To create and reinforce good public relations.

### **2. Leisure Hire and Surplus Shop**

The purpose of this area is:

- a) To provide educational equipment, educational games, musical instruments and art material for wards and departments to hire free of charge.
- b) To act as a selling point for surplus goods providing money for the residents' funds.

### **3. Garden Leisure Centre:**

- a) Provide horticultural experience.
- b) Provides animal husbandry.
- c) Has its own shop for produce.
- d) Has its own bar-b-que and leisure facilities for use of all the residents.

### **4. Friendly Leaves Social Club**

This area is a drop-in Social Club for all residents of the hospital and residents of the outside hostels and homes. The Club is open every day until 8pm, except for function nights, at least six per month, when the Club is open until 10.30pm.

Amenities include Juke Box, Organ, T.V. Lounge, Snooker, Table Tennis, Darts, Dominoes, Table Top Games and Musical Instruments. Club sections include – Photographic, Drama, Athletics, Football, Bowls. A substantial snack bar is on site during opening hours.

## **SHOPS**

Shopping for gifts, toiletries, tobacco, etc., can be done at the main hospital shop or at the Abbots Langley Hospital for elderly care over the road. There are a variety of shops at nearby Garston or Abbots Langley.

The hospital has its own clothing shop "All Seasons" which will also mark clothing.

## **FRIENDS AND RELATIVES GROUP**

This Group is affiliated to the Royal Society for Mentally Handicapped Children and Adults and the National League of Hospital Friends. The members seek to provide extra comforts to the residents through donations and fund-raising functions throughout the year.

Information about becoming a member and on any other matters concerning the Group, can be obtained by writing to:–

The Honorary Secretary,  
Friends and Relatives Group,  
c/o Leavesden Hospital.

## **INVOLVEMENT OF RELATIVES**

Relatives of people living in the hospital are encouraged to participate in the care of their relatives and to take part in ward staff/relatives meetings. Subjects discussed include – improvements to the residences, holidays, outings and fund-raising for specific items.

We hope that these groups will help to ease problems and difficulties, as well as bringing pleasure to the families.

Information on how to join or start a group can be obtained from your Ward Manager.

## **TRAINING FACILITIES**

Day Care – Educational, occupational and recreational activities have a major role to play in the development of people as individuals and greatly influence their quality of life. Here at Leavesden specialist input from nurses, teachers, occupational therapists, psychologists and art therapists, ensure that such opportunities are provided for as many people as possible. Inevitably, demand for these services outstrips supply but the aim must remain the provision of adequate and appropriate day care services for every resident of Leavesden.

## **HOLIDAYS AND OUTINGS**

Holidays and outings provide much enjoyment for residents. A wide range of venues have been visited throughout Britain and abroad. The provision of better resources generally and the increased availability of specialist transport means that even the most physically handicapped of our residents can take advantage of these events.

## **CHAPLAINS**

Leavesden has one whole-time chaplain, who is a Church of England clergyman. He is assisted by a part-time lay assistant.

There are also part-time chaplains from other denominations (Roman Catholic and Freechurch) and a part-time Rabbi from the Jewish faith. Individual arrangements are also made for residents of other faiths.

## **POST**

Families and friends are encouraged to write to their relative whilst they are in the hospital. Please include the ward name and the address to assist with the delivery of mail.

## **HAIRDRESSING**

Various hairdressers visit the hospital or there are hairdressers at nearby Garston and Abbots Langley.

## **TELEPHONES**

British Telecom cardphones are situated on one of the main corridors.

Relatives are able to telephone the ward for urgent or routine enquiries. In case of difficulty the Duty Officer will be able to help.

## **CAR PARKING**

There is ample car parking at the hospital. Please use proper designated areas and lock your car.

## **EMERGENCY ACCOMMODATION**

If you need to be with or near your relative at a time of crisis or if an overnight stay would make visiting easier, you can arrange to stay at the hospital. Please contact the Homes Warden at the hospital.

## **COMPLAINTS**

Complaints should generally be first raised with the nurse in charge of the ward who will try to rectify the problem. If you are then not satisfied or if the complaint is serious you should write to the Hospital Manager.

## **CHANGE OF CIRCUMSTANCES**

It would be very helpful if relatives could notify any changes in circumstances that might affect a resident in the hospital, e.g. change of address.

For this purpose or to make any other comments or suggestions about the hospital please write to: –

The Hospital Manager  
Leavesden Hospital  
College Road  
Abbots Langley  
Watford  
Hertfordshire WD5 0NU

Tel: (0923) 674090

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