

**Instruction for informing ambulance Services (South Central (SCAS) & Isle of Wight (IOW)) of a person's Unified Do Not Attempt Cardiopulmonary Resuscitation (uDNACPR) form**

At present only faxed copies will be accepted. Sending uDNACPR form via fax to the numbers below will generate a 'Warning Flag' for the person who is at home.

**Check list before sending a fax**

1. A cover sheet is required with the following details
  - I. Name of person sending the fax.
  - II. Contact details, address and telephone number of person sending the fax.
  - III. Name of institution completing the uDNACPR form (if different from II).
  - IV. Ensure the uDNACPR form is written **clearly** and that the person's details including the date of birth and NHS Number are completed.

**NOTE: if the form is illegible and does not have a cover sheet - this will render it invalid.**

2. Sending uDNACPR form and cover sheet
  - a. Telephone appropriate number for your area (see below) to inform SCAS & IOW you are sending a confidential fax.
  - b. Send fax using appropriate number for your area (see below) with the cover sheet.
  - c. Telephone appropriate number for your area (see below) within the next 10 minutes to ensure fax has been received.

**If the person dies or uDNACPR decision is cancelled** – ensure SCAS & IOW are informed to enable removal of the warning flag.

**Check list before sending a fax for removal of warning flag**

1. A cover sheet is required with the following details
  - I. Name of person sending the Fax.
  - II. Contact details, address and telephone number of person sending the fax.
  - III. Name of institution and contact details of the person cancelling the 'warning flag,' their name, telephone number and signature. State the reason for removal of 'warning flag' i.e. decision cancelled or person died.
  - IV. A copy of the person's uDNACPR form
2. Sending uDNACPR form and cover sheet
  - a. Telephone appropriate number for your area (see below) to inform SCAS & IOW you are sending a confidential fax.
  - b. Send fax using appropriate number for your area (see below) with the cover sheet.
  - c. Telephone appropriate number for your area (see below) within the next 10 minutes to ensure fax has been received

<b>Telephone and Fax numbers to be used for applying and removing a 'Warning Flag.'</b>		
<b>Area</b>	<b>Telephone Number for DNACPR Only</b>	<b>Fax Number</b>
Berkshire	<b>01189 121120</b>	<b>01189 891726</b>
Hampshire	<b>01962 898239</b>	<b>01962 714911</b>
Oxfordshire & Buckinghamshire	<b>01844 267840</b>	<b>01869 243179</b>
IOW Ambulance	<b>01983 535635</b>	<b>01983 534104</b>

**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.

[scas.dnacprtv@nhs.net](mailto:scas.dnacprtv@nhs.net) for Berkshire, Oxfordshire and Buckinghamshire.

[scas.dnacprhants@nhs.net](mailto:scas.dnacprhants@nhs.net) for Hampshire