

 <p>Connecticut Valley Hospital Nursing Policy and Procedure</p>	<p>SECTION G: PATIENT SAFETY</p> <p>CHAPTER 24: SAFETY/SECURITY POLICIES AND PROCEDURES</p> <p>POLICY AND PROCEDURE 24.8 Window Key Protocol</p>
<p>Authorization: Nursing Executive Committee</p>	<p>Date Effective: May 1, 2018 Scope: Registered Nurses and Licensed Practical Nurses</p>

Purpose:

To provide unit staff with access to a window key that can be utilized to maintain a comfortable, healthy and safe environment for the patients.

Procedure:

Connecticut Valley Hospital wishes to maintain a healthy, comfortable and safe environment for patients and staff. In doing so, the environment is monitored to insure that areas are kept free of unpleasant odors, temperature is maintained at a comfortable level and that air quality is allowed to circulate, so that odors from indoor environmental contaminants can be minimized.

1. If the environment is determined to be in the need of ventilation, in the form of outside air, staff may obtain a key from the unit RN.
2. The RN will be responsible for removal of the key from the PYXIS system.
3. The staff member utilizing the key will be responsible for opening windows and returning the key to the RN.
4. The RN will be responsible for returning the key to the PYXIS system.
5. The on coming RN will verify, that the key is in the PYXIS cart, with the off going RN, during an inter-shift "accounting". Both RNs will view the key in the PYXIS cart at change of shift.

Removal of the Window Key from the PYXIS Medstation:

1. Sign into the system
2. Go to the "remove" icon
3. Select any patient
4. Go into the override button on the bottom of the screen
5. One of the top items listed will say – "Key Regular Misc." – select this one
6. When the "remove quantity" screen appears, type in the number 1
7. Then select the "remove now" icon on the left side of the screen on the bottom
8. The drawer will open and the cubie containing the key will open

Follow the same procedure to return the key back into the medstation

Keys are only to be utilized to open windows for short periods of time to provide for a comfortable, healthy and safe environment. The key needs to be returned immediately and will be accounted for by the RN during inter-shift report.