

WHITING FORENSIC HOSPITAL NURSING POLICY AND PROCEDURE MANUAL

SECTION G: Patient Safety

CHAPTER 24: SAFETY/SECURITY POLICY AND PROCEDURE

POLICY & PROCEDURE 24.6: WINDOW SCREENS AND LOCK CHECK

Standard of Practice

The Nurse assists in assuring that the patient's environment is safe.

Standard of Care

The patient can expect to receive care in a safe environment.

Policy

Window screens and locks shall be checked during Environmental Rounds when applicable.

Procedure

A member of the nursing staff checks all windows and locks on the unit during the weekly Management of the Environment of Care, "Environmental Hot Spots" check.

The Charge Nurse, in conjunction with the Mental Health Assistant 2 (or designee) assigns a staff member to complete the "Environmental Hot Spots" checklist. During these rounds the staff member checks every window screen and lock for visual evidence of tampering and ensures that it is locked securely.

If there are any signs of tampering or malfunction on observation, the assigned staff member immediately notes it on the Checklist form, informs the Nurse in charge and fills out an Incident Report which describes the damage or problem.

The Charge Nurse informs the Nursing Supervisor, who immediately notifies the Maintenance Department, Unit Director, Program Manager, and Division Director's office.

The Supervisor in conjunction with the Program Manager determines if any further safety measures need to be taken.

In addition, during census or at any time, if window screens and locks are noted to be tampered with or malfunctioning, staff immediately reports this to the Nursing Supervisor and the above process is followed.