

Section: Division of Nursing

PROCEDURE

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HACKETTSTOWN REGIONAL MEDICAL CENTER

Originator: Leslie Woolford, RN
Revised by: K. Rader, RN
P. Swanson, RNC, MSN

NEWBORN SERVICES
(Scope)

TITLE: SECURITY SYSTEM FOR NEONATES

PURPOSE: To outline the procedure for using the "Safe Place", infant security system.

SUPPORTIVE DATA: All neonates are at some risk of being abducted from a hospital setting. To minimize this risk, our Infant Security System has been installed, covering all exits from 4th floor. The system is also used on the 3rd floor for Pediatrics.

ADDITIONAL SUPPORTIVE DATA: All patients on Childbirth Family Center Unit will be instructed that the staff of the CFC will have a 'Pink' stripe on their employee badge to identify them as OB staff. Parents are instructed not to allow anyone without this identification to remove their infant from their room. This adds an additional layer of security.

- EQUIPMENT LIST:**
1. Transmitters (numbered 0 – 20)
 2. Band material cut approximately 5" long
 3. Scissors
 4. Safe Place Computer System
 5. Germicidal disposable wipes
 6. Wire brush (kept in transmitter box)

CONTENT:	PROCEDURE STEPS:	KEY POINTS:
	<ol style="list-style-type: none">1. Obtain a clean transmitter from transmitter box. Also get one piece of banding material about 5" long for computer.2. Insert the band material into one side of clamp on the transmitter that has the top lip as well as the bottom. Make certain you only fasten one end of the band.3. Go to Safe Place Computer to admit baby. At computer select the admit button on screen. Put in your login name and password. To admit baby, place baby's last name, sex of baby, gender and transmitter number (omit 1st 0) then press ok. Now baby is admitted.4. Take the transmitter (with band attached to one side), to the baby.5. Place transmitter on outside of baby's ankle. Place the band around the baby's ankle. Take the loose end of the band and pull it between the transmitter and the empty clamp. Adjust the band for a secure fit, and snap it shut.	<p>All newborns should be admitted to the system as soon as possible after birth.</p> <p>The baby may be in the nursery or in the mother's room. Do not leave any transmitters as "Auto-Enrolled" in the system.</p> <p>Fasten the band securely around the baby's ankle. It should not be loose enough to slip over the ankle or twist around the leg.</p>

6. If the band must be adjusted, you must go back to computer and press adjust, type in login name and password, and then pick the baby. You have 5 minutes to adjust band.
7. Inform the parents of the security band. They must not cut the band, or remove it. If there is a problem with the band, they are to notify a nurse. Also, inform parents that if they go near the elevator when the elevator is on the 4th floor, the alarm will sound off and elevators will stop.
8. If the alarm goes off, check Safe Place Computer for transmitter number, patient's name, and location of occurrence. To disarm the alarm, you must go to the Safe Place Computer, pick the alarm you would like to cancel, put your login and password, then tell why the alarm sounded. At that point the alarm will silence.
9. Deactivation system at discharge is the last thing done as the baby goes out the door. Go to Safe Place Computer and select discharge, login screen will come up. Select discharge, select the baby you are discharging and then you have 5 minutes to remove band from ankle.
10. If transporting baby off unit, go to the Safe Place Computer select transport. Log into computer with name and password. Pick your patient and how long you want the baby to be off unit (1-10 hours). Now the baby can leave unit. Once baby is brought back on unit the transport is cancelled.
11. After discharge, discard the band material. Clean the transmitter with germicide and brush, dry and replace it in the plastic container with other transmitters in transmitter box.
12. Any nonfunctional transmitters are to be given to the unit manager for repair or replacement. **Do not discard; these transmitters are expensive.** Transmitters are replaced annually. Most OB transmitters expire in the month of August.
13. In case of malfunction of security system:
 - a. Notify security/maintenance .
 - b. They will call the electrician.Institute back up plan if necessary.
 - a. Notify patients that security system is down.
 - b. Discuss options with security (unit lock down and/or unit guard)If additional assistance is needed:
Notify OB management staff and/or Administrative Coordinator.
NEPPS @ 800-736-1456 M-F 8to 5PM
610-857-1657 all other times.
14. Test system periodically per unit safety plan.

REFERENCE: Instructions with Patient Escort Security Systems.