HACKETTSTOWN COMMUNITY HOSPITAL

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3-SOUTH
(Scope)

TITLE: **SECURITY SYSTEM FOR PEDIATRIC PATIENTS**

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PURPOSE: To outline the procedure for using the **"CODE ALERT"** (also known as Safe Place) pediatric security system.

SUPPORTIVE DATA: All pediatric patient are at some risk of being abducted from a hospital setting. To minimize this risk, our Pediatric Patient Security System has been installed, covering all exits from 3rd floor.

EQUIPMENT LIST:
1.   Transmitters
2.   Band material cut approximately 5" long
3.   Scissors
4.   Code Alert Computer System
5.   Transmitter tester
6.   Topical disinfecting solution

CONTENT:

PROCEDURE STEPS:	KEY POINTS:
1. Obtain a clean transmitter from pyxis. Also get one piece of banding material about 5" long for computer.	All pediatric patients should be admitted to the system upon admission to the hospital.
2. Insert the band material into one side of clamp on the transmitter that has the tope lip as well as the bottom. Make certain you only fasten one end of the band.	
3. Go to Safe Place Computer to admit child. At computer select the admit button on screen. Put in your login name and password. To admit child, place child's last name, sex of child, gender and transmitter number (omit 1st 0) then press ok. Now child is admitted.	
4. Take the transmitter (with band attached to one side), to the child.	
5. Place transmitter on outside of child's ankle/wrist. Place the band around the child's ankle/wrist. 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.	Fasten the band securely around the child's ankle/wrist. It should not be loose enough to slip over the ankle/wrist or twist around the leg/arm.
6. If the band must be adjusted at any time you must go back to computer and press adjust, type in login name and password and then pick the child. 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. They should not take the child within 5-8 feet of doors to the unit or the system will alarm.

8. If the alarm goes off, check Safe Place Computer for transmitter number, patient's name and location of occurrence.

9. Deactivation system at discharge is the last thing done as the child goes out the door. Go to Safe Place Computer and select discharge, login screen will come up. Select discharge, select the child you are discharging and then you have 5 minutes to remove band from ankle/wrist.

10. If transporting child off unit, go the Safe Place Computer select transport. Log into computer with name and password. Pick your patient and how long you want the child to be off unit (1-10 hours). Now the child can leave unit. Once child is brought back on unit the transport is cancelled.

11. After discharge, discard the band material. Clean the transmitter with hospital disinfectant, rinse with clean water , dry and replace it in the plastic container with other transmitters in pyxis.

12. Any nonfunctional transmitters are to be given to the unit manager for repair. ***Do not discard, these transmitters are expensive.***

13. In case of malfunction of security system:
    a. Notify security
    b. Notify Unit Manger, staff and/or Administrative Coordinator.
    c. Notify RF Technologies
        @ 1-800-669-9946
    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)

REFERENCE: Instructions with Patient Escort Security Systems.