



Residents Admission Policy

Revised March 2013

## Residents Admission Policy

### Purpose

The purpose of this procedure is to describe what system is in place for the admission of residents into the home.

### Procedure

Every effort will be made to reduce the person's anxieties immediately on arrival. An important step in achieving this is being welcomed by familiar faces, if possible the person who carried out the assessment and other members of staff the Resident has met will be present during the admission, relatives or friends are also encouraged to attend.

To make the Resident feel they are moving "home from home" we encourage them to bring their own possessions, family photographs, ornaments, framed pictures, small items of furniture ( providing they meet fire regulations ) these will be placed in the Residents room prior to admission. When Residents first enter the home they are greeted by a buddy, another resident who befriends them and accompanies them during their stay.

Prior to admission the Residents room will be checked to ensure:

Fresh water and a glass are available

The bed is made neatly

Towels are available

The room is aired (window will be closed once aired if cold outside)

A check will be made to ensure the lights and call bell work

The wardrobe has coat hangers

The drawers and locker are cleaned and lined

Any special request the resident has made has been carried out (if possible)

Staffs are available at anytime to answer any questions the Resident might have

On admission the following details will be entered onto a referral form this is the responsibility of the senior member of staff on duty.

- a. Residents Personal Details
- b. Admission Details
- c. A list of all personal property will be made and kept in the Residents care file. Depending on the Residents medical state they will be asked to counter sign the list, in certain circumstances their representatives will be asked to sign on their behalf.
- d. They will be given the choice regarding valuables i.e. if they would like to leave them locked in the main office or keep them in their room in a lockable cupboard.

Under normal circumstances the Resident will be taken to their room to allow them to rest and familiarise themselves with their new surroundings. Every effort will be made to ensure the Resident feels welcome and is being looked after by friendly care staff who are on hand 24 hours per day.

Member of staff Responsible for Admission:

Signature: .....

Job Title: .....

Print Name: