



## Return of a Service User from Hospital

Revised April 2013

## *Service users returning from Hospital*

After a stay in hospital which was either planned or an emergency a resident will return and the following procedure should be followed.

The person in charge will have been notified by the hospital that the resident will return but they are very unlikely to have been able to give a time, if the resident is to be transported back in hospital transport.

The resident will be sent back with all their belongings, any new medication and also a discharge note. Usually they will also have a letter to their GP from the hospital.

The person in charge firstly needs to welcome the resident back to the home and ensure that a member of the care staff who is familiar to them is available to go with them to their room to assist them unpacking and settling back in. Also this care assistant will need to collect any laundry from the resident. The care assistant will need to ask the resident if they would like to stay in their room for the remainder of the day or mix back in with the other residents. If a member of the care team is not available to do this then the person in charge should lock away any discharge notes and medication and assist the resident themselves.

Once the resident is being settled back in the person in charge should read the discharge notes very carefully and amend the medication book according to any change or addition of medication. The name, dosage and instruction of any new or amended drug must be entered into the medication book exactly as it appears on the pharmacy label.

The discharge notes should be put into the resident's care plan and any changes to the resident's care during their stay in hospital entered onto the daily care notes, care plan review and report handover.

Any new medication should be stored on the bottom of the drugs trolley and not put into the resident's cassette. This will be done at the pharmacy if the resident is to remain taking this medication.

Finally the person in charge needs to check that the resident is being helped to settle back in and that there are no questions which they would like to ask.