

Family Nursing & Home Care Community Adult Client Held Records within Residential Care Homes Policy

Approved By: P Massey, Chief Executive Officer
Date Approved: 13.03.11
Date of Review: 13.03.14

Relevant FN&HC Policies: Record Management Policy

Statement

Health records are a valuable resource because of the information they contain. They are essential to the delivery of high quality evidence based health care. Health records are contemporaneous and form the basis for the organisation's accountability for clinical care.

They are evidential documents and as such must comply with legislative requirements, professional standards and guidelines.

Family Nursing & Home Care takes its responsibility towards patient confidentiality seriously. Patient records should always be held in a secure environment and accessed on a need to know basis.

Scope

All multi-agency staff that have access to patient records within residential care homes.

Process

Storage of Records

All Family Nursing & Home Care Community Adult Client Held Records must be stored securely out of sight, in the agreed location within the patient's room, accessible for all visiting Clinical staff.

Documentation

All activities carried out by FNHC staff to residents within the Care Home must be documented in the Community Adult Client Held Record in the patient's room.

Any significant events i.e. change of condition or untoward incident must be documented in both the Community Adult Client Held Record and Care Home Record. With regard to medication administration, refer to the Medication Policy.

Where possible, Residential Care Home Staff are required to document any significant events in the Community Adult Client Held Record as a means of communication for visiting staff.

Discharge or Death of a Patient

Community Adult Client Held Records are the property of Family Nursing and Home Care and upon discharge or death of a patient it is the responsibility of the Care Home Manager to return the Records back to Family Nursing & Home Care. They must not be given to relatives to remove from the care home.

**Community Adult Client Held Records within Residential Care Homes Policy
– document history**

Version	Who changed	Date	Approved by
1.0	New Policy	13.03.11	P Massey