



ST. PATRICK'S CENTRE (KILKENNY)
KELLS ROAD KILKENNY

Policy Document

POLICY TITLE: Personal Alarm Policy

Prepared by: Angie Pierce Geraldine Ruessmann	Approval Date: September 2017	Review Date: September 2018
Policy Number 25 – Other Policies	Approved By: Signed: <u>David Kilman</u> Operations Manager Signed: <u>[Signature]</u> Board Member	

Mission Statement

To enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

To enable a supported self-directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.

Review Date: Revision No: _____	Amendments required: _____	New Revision Status: _____
Reviewed by:	Approved By: Signed: _____ Operations Manager	

1. Personal Alarm Night Protocol

1.1. Each house on St.Patricks campus must have a personal alarm at night. It is the responsibility of staff members on night duty to ensure alarms are collected.
Lissadell Apartments have a separate alarm system, awaiting protocol on same.

1.1.1. Alarms are to be collected from reception before reporting to area of work.

1.1.2. Staff must SIGN OUT the alarm and:

- 1.1.2.1. Identify that battery is charged (indicated in top right corner).
- 1.1.2.2. Previous messages are erased (select message and hold cancel button).
- 1.1.2.3. If pull cord is present staff must check that this is activated (enter menu, go to settings, go to alarm setting and check the tick () is beside pull cord alarm).
- 1.1.2.4. Issues should be reported immediately to the Night Manager.
- 1.1.2.5. Night Manager will perform a 'test alarm' each night before 10.00pm (by holding the alarm button for 5 seconds).

1.2. Staff must ensure alarm is on their person at all times during the night.

1.3. In the event of an emergency or where assistance is required staff should activate their alarms in the following manner:

- 1.3.1. Press large red button on the side.
- 1.3.2. Where pull cord is present, this can be removed.
- 1.3.3. When personal alarms are activated staff in surrounding houses should react as follows:
 - 1.3.3.1. 2nd/3rd staff member (HCA) to respond immediately to area indicated on alarm screen.
 - 1.3.3.2. Staff should not phone the house to check if it's a false alarm.
 - 1.3.3.3. Responding staff must bring the MASTER KEY/FOB to gain access.
 - 1.3.3.4. Alarm to be left with staff in house.

1.4. Some night personal alarm can be used as a 2 way communication system (walkie-talkie) to communicate, staff must enter number of alarm they wish to call and hold the blue button until staff respond. Blue button must be held in while talking and released to hear end. To end communication press cancel button.

1.5. Staff member off duty at 8.30am(HCA) has the responsibility of returning alarms to the area they collected them from at start of shift, ensuring to sign the alarm back in on the form provided.

2. Protocol Re Use of Personal Alarm Systems Day Shift

- 2.1. When coming on duty staff should complete the procedure for removing and returning personal alarms.
- 2.2. Check pull cord is switched on. Enter menu, go to settings, go to alarm setting check tick ✓ is beside pull cord alarm.
- 2.3. Check messages are cleared on each personal alarm.
- 2.4. Testing of alarms will take place daily at 10.00am

Kells Court	Monday, Tuesday, Wednesday
Lissadell	Thursday
Our Lady's	Friday, Saturday, Sunday (Delegate staff for each weekend)
Millennium View	Friday

- 2.5. When testing is completed staff must enter alarm number on the procedure sheet.
 - 2.5.1. Kells Court will respond to Lissadell only and Lissadell will respond to Kells Court only.
 - 2.5.2. Our Lady's 2 and 3 will respond to each other.
 - 2.5.3. Other than test alarms staff must respond to alarms.

3. Protocol Re Use of Personal Alarm Systems Nights

- 3.1. When coming on duty staff should complete the procedure for removing and returning personal alarms.
- 3.2. Collect Personal Alarms before going on night duty at Reception in the Main Building / except if night alarms are stored and charged in the house e.g Kells Court.
- 3.3. Return to reception in the morning.
- 3.4. When the Night Manager goes off at 8.05am the following procedure should be followed.
- 3.5. In the event of the Bleep going off:

3.5.1. Who Responds?

3.5.2. Staff from Kells Court

Appendix 1

Nightly Personal Alarms Test

Month: _____

Date	House	Comments
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		
7 th		
8 th		
9 th		
10 th		
11 th		
12 th		
13 th		
14 th		
15 th		
16 th		
17 th		
18 th		
19 th		
20 th		
21 st		
22 nd		
23 rd		
24 th		
25 th		
26 th		
27 th		
28 th		
29 th		
30 th		
31 st		

Appendix 2

Monthly Personal Alarms House Rotation Test (Nights)

Month: _____

Date	House	Comments
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		
7 th		
8 th		
9 th		
10 th		
11 th		
12 th		
13 th		
14 th		
15 th		
16 th		
17 th		
18 th		
19 th		
20 th		
21 st		
22 nd		
23 rd		
24 th		
25 th		
26 th		
27 th		
28 th		
29 th		
30 th		
31 st		

Appendix 3

Recording Removing and Returning Personal Alarms (Night) Shift

Date	Personal Alarm Number	Clear Messages	Check Pull Cord	Time Removed	Signature	Time Returned	Signature	Test Personal Alarm Number	Comment

Appendix 4

Recording Removing and Returning Personal Alarms (Day) Shift

Date	Personal Alarm Number	Clear Messages	Check Pull Cord	Time Removed	Signature	Time Returned	Signature	Test Personal Alarm Number	Comment

