Procedure for the transfer of Patient property to

 Hospital Reception

Please Note: 1. Patients’ property must Not be left at reception for relatives to collect

2. Patients property “Drop off” and “Pick Up” operates **strictly** between **08:00 and 19:00 hrs ONLY**

If a patient in Whiston Hospital has clothing that needs to be laundered by relatives please follow the process.

1. Ward staff or patient to advise the relative/carer that there are items to be laundered at home and for them to collect these from Whiston Hospital between the hours of **8am and 7pm**
2. Relative/carer to attend main reception area and inform reception that they have come to collect patient property, providing the patient’s name and ward. They will be asked to sit in the atrium, maintaining social distance to wait whilst clothing is collected
3. Reception is to notify a volunteer who will collect the property from the ward and hand it directly to the relative/carer. This volunteer must wear gloves and apron, which must be changed after each collection and hands decontaminated, as well as a mask
4. Ward staff are to ensure that clothing is **double bagged and sealed** in patient property bags prior to handing over to the volunteer collecting it, with the patient’s name and ward written on the bag
5. Relative/carer are to be advised to put the clothing directly in the washing machine and wash at 60oC (or highest possible temperature).
6. Items that cannot be washed should be wiped down with antiseptic wipes, or quarantined for 3 days if that is not possible.
7. Relatives/carers must be advised to wash their hands for 20 seconds after touching the items
8. Changing room staff need to RECORD the items have been collected after removal of PPE and decontamination of hands on a copy of the log of collected items (embedded below)

