



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: VP - Corporate Services</p>	<p>Reference Number: ORG.1911.PR.001</p> <p>Program Area: Support Services</p> <p>Section: Laundry</p>
<p>Issue Date: February 8, 2018</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Identifying Client Owned Clothing and Items</p>

PROCEDURE SUBJECT:

Identifying Client Owned Clothing and Items

PURPOSE:

Clients admitted to long-term care should have their clothing or belongings identified using a system that is consistent throughout the facility. The system used to identify client owned clothing and belongings should be done in a manner that is protective of the dignity of the client and insures the privacy of the client.

PROCEDURE:

- 1.1 At time of admission, staff will inform the resident/patient or family member that all clothing must be labeled, and inform the resident, patient or family member that there will be a cost associated with the labeling of clothes.
- 1.2 The staff of the unit will assist the resident/patient or family member to complete the facility Clothing Label Request Form.
- 1.3 The staff of the unit will bring the clothing and the Clothing Label Request Form to the Laundry Department.
- 1.4 Any resident/patient clothing that are received soiled or is an Infection Control risk, must be washed prior to labeling.
- 1.5 The laundry staff will label the clothing with the appropriate identifying information.
- 1.6 The laundry department will deliver the clean personal clothing to the unit when labeling is complete.
- 1.7 Any clothing that is brought in post admission will be left at the nursing station. A Clothing Label Request Form must be completed. The staff will bring the clothing and labeling request to the Laundry Department.