



Safety is important to us!

Please feel free to report any issues or items of concern regarding safety at Southwood Lakes

Long Term Care Home

Safety is all our responsibility.

Want more information? See below for our Manager's Contact Info!

Sue Ethier – Administrator

Extension 209 – sethier@extendicare.com

Vivian Mitri – Director of Care

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Tracey DiDomenico – Business Office Manager

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Sandra Pontoni – Nutrition Manager

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Laura Hristoff – Programs Manager

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Karon McCartney – Ward Clerk

Extension 212– kmccartney@extendicare.com

Resident & Family Safety Handbook



Southwood Lakes Long Term Care Home



Some things you can do to be safe:

- Please do not visit if you are sick.
- Do not use open flames (candles)
- Please do not leave any sharp objects or hazardous materials in Resident rooms (ie. nail file knives, nail clippers, laundry detergent, cleaning powders). Please check with Nursing staff.
- Please use hand sanitizer dispensers on arrival and when you leave the home.
- Please do not transfer residents to toilet or bed; nursing staff will provide this care as needed.
- If you see a spill or unsafe condition, please report to any staff members.
- Please supply adaptive clothing when asked. This type of clothing prevents skin tears for residents.
- Proper seating for a resident is important to prevent skin breakdown and falls.

Smoking

This is a non-smoking facility. All residents, families, staff members and visitors must smoke a minimum of 9 meters away from any open areas of the building as required by legislation. Residents are regularly assessed for their ability to smoke independently and get to the smoking area. All resident smoking material including lighters are to be left at the nursing station. Residents are to collect their smoking materials from the nurse just prior to leaving the building. The residents must return their smoking materials to the nursing station immediately upon returning to their home area. The evening/night registered staff member assigned to the unit will ensure that all smoking materials are returned to the nursing station. Matches are not permitted, only lighters that will self extinguish if dropped. If staff express safety concerns, residents may not be allowed to smoke unless accompanied by a family member.

Room Safety

While we want to encourage and promote a home-like atmosphere that fosters residents' independence, we need to also ensure and promote the safety of all residents and staff.

The following is key to remember:

- do not overcrowd your room and/or bathroom;
- any furniture brought in should be newly purchased and chip free;
- any material must also be washable, waterproof, and fire retardant due to fire regulations,
- we cannot allow any type of appliances in the resident's rooms: refrigerators, kettles, toasters, coffee makers, microwave, and electric blankets;
- the use of extension cords is not permitted, please use a CSA approved power bar;
- the storage of sharp objects or any hazardous material is strictly prohibited and if found, they will be immediately removed.

Universal Codes

The following Universal Codes are used within the Home:

Code Red	Fire
Code Green	Evacuation
Code Yellow	Missing Resident
Code White	Violent Situation
Code Black	Bomb Threat
Code Brown	Hazardous / Chemical Spill
Code Grey	Air Exclusion
Code Blue	Medical Emergency
Code Silver	Active Assailant
Code Orange	External / Natural Disaster
Code Purple	Hostage Situation

Staff members are trained on these Universal Codes at a minimum on an annual basis



Medication Administration

Medication Administration is a very high risk activity for our Registered Staff which requires focus and concentration. Having as few interruptions as possible during the med pass ensures that this process is completed in a safe manner.

The medication passes for our home occurs at the following times throughout the day:

0700-0800

1100-1200

1600-1700

2000-2100



If you require immediate assistance during these times, please speak with another staff member and they can assist you.

Infection Control



The “Just Clean Your Hands” program is in place in the home. Hand washing is the best form of infection control. When done properly, it is the single most effective way of preventing infections. If you do not have immediate access to soap and water, please use the hand sanitizer dispensers located in various areas throughout the Home.

Building Security

For the security of our residents, all exterior doors are alarmed and locked to prevent unauthorized entry or exit. All doors securely locked at night at 9:30 p.m. and unlock at 5:30 a.m.

Fire Regulation

As a fire safety precaution, all items of an electrical nature must be inspected and cleared through the maintenance department before bring to a resident’s room. We have a policy, which prohibits the use of extension cords and “octopus” electrical plugs. Power bars with surge protection are acceptable.

Our emergency response plan is tested on a regular basis. Fire drills are conducted three times a month for the safety of residents and staff. Fire exits are clearly indicated throughout the facility. Partial horizontal evacuations are conducted during fire drills. When the fire alarm is activated, please cooperate with the request of staff.



Influenza Vaccinations

Each fall, Southwood Lakes offers a flu vaccination clinic for the residents. A signed consent for the vaccine is required annually. Flu is caused by a virus so it is usually not treatable with antibiotics. People have to wait for their own immune system to fight back, however, as you know, the immune systems of elderly people are not as strong. In a nursing home setting, where so many people live under one roof, it is difficult to control a virus once it gets into the Home, and that is in spite of our strict infection control procedures. You can help by being immunized and not visit if you are feeling ill.

TB Screening

All residents admitted to the home must be screened for tuberculosis within 14 days of admission unless medically contraindicated. For residents 65 years of age or older, a chest x-ray is required within 14 days of admission unless obtained 90 days prior to admission. Southwood Lakes follows Windsor-Essex Public Health directives

Tetanus and Diphtheria Vaccination

Tetanus, Diphtheria, is offered at admission. This vaccine will be given as a “booster” dose every 10 years.

Pneumococcal Immunization

Pneumococcal vaccination is also offered at admission. Pneumococcal pneumonia is a serious disease that kills thousands of older people in Ontario each year. The National Advisory Committee on Immunization has recommended that persons aged 65 years and older receive pneumococcal vaccine because they have been found to be at increased risk of serious pneumococcal disease. We encourage you to give your consent for vaccination on admission.