

Standard Operating Procedure (SOP)

Red Bag Scheme

June 2019 SOP1

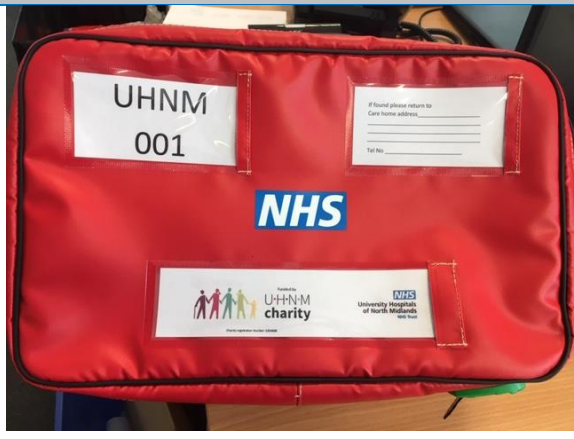


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The purpose of this SOP is to guide staff about the Red bag scheme its contents and journey. This process will apply to all patients being admitted from care homes in Staffordshire

Part A: Contents of the red bag

No.	Description of Procedural Steps	
1	<p>The red bag scheme is designed to provide a prompt, safe and efficient transfer of care when a patient /resident moves between a care home and hospital.</p> <p>The red bag is designed to fit a range of items that will remain with the patient throughout their journey.</p> <p>When a patient or resident becomes unwell and is assessed as needing hospital care, care home staff will pack a dedicated Red bag that contains all the information and belongings needed to enable an effective hospital visit.</p>	
2	<p>Standardised documentation- admission</p> <p>A transfer of care form (Care Home to Hospital form) which will be up to date with all the residents usual function, their health history, emergency plan or reason for admission, MARS sheet and red bag checklist.</p>	<p>All documentation to be placed in the clear pocket in the rear of the red bag when the ambulance is called. This allows for prompt handover of the patient to the ambulance service</p>
3	<p>Additional paperwork</p> <p>This is me documentation if in use. DNAR documentation if applicable. Any advance decision documents. Deprivation of liberty safeguards (DoLS) Power of attorney documents</p>	<p>These should accompany the patient in the red bag on admission and discharge.</p>
4	<p>Medication</p> <p>All patients essential or time critical medications to be put into the medication compartment inside the bag PRN, CD's and non-essential meds including blister packs should not be sent</p>	<p>Having patient/resident essential medication accompany them ensures no delays of any vital medication once in hospital. Medication from blister packs cannot be used in hospitals.</p>
5	<p>Personal Belongings</p> <p>Day of discharge clothes/spare pyjamas Slippers Toiletries Dentures Hearing aid Glasses Personal items e.g reading book, photo</p>	<p>These items should remain in the bag at all times except when in use.</p>
6	<p>Standardised documentation –discharge</p> <p>A transfer of care form (Hospital to Care home) detailing care and treatment provided whilst in hospital and any Information regarding any changes to medications A copy of the GP discharge letter</p>	<p>To ensure complete and comprehensive discharge information is provided to care homes</p>



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Part B: Red bag –Patient/Resident Journey

No.	Description of Procedural Steps	
1	Patient/resident identified as needing to attend hospital. Care Home staff complete Emergency attendance sheet and checklist	Red bag assembled with all necessary items and documentation as detailed above
2	Ambulance service attends to patient/resident and transfers them to hospital Ambulance staff receive the bag	Having all the clinical and baseline information ready in the red bag allows for a smoother and quicker handover to the Ambulance service
3	On arrival to hospital the ambulance service can provide accurate handover information to hospital staff.	Allows for faster treatment of the patient and reduces amount of telephone calls to care home for information
4	Red bag identifies patient as a care home resident enabling elements of the transfer pathway to be enacted	Red bag and contents must remain with the patient during their journey, having necessary items with them allows an improved standard of care
5	As per Red bag scheme agreement a Care home manager or deputy or Trusted assessor will visit/assess the resident in hospital within 48-72hrs. Either in person or via conversation	To plan discharge and agree suitability of return home plan. If return to the care home is not possible this allows time for alternative planning
6	Once patient/resident is declared medically stable the Care Home can be contacted to inform them of discharge	Reduces need for care manager to reassess patient if baseline data achieved thereby reducing length of stay
7	Red bag is packed with residents belongings. Any soiled items should be put into a plastic bag. Patient/resident is discharged back to care home with updated clinical information on the Hospital to Home Transfer form and a Discharge letter. Hospital staff complete checklist	Red bag returns with the patient to the Care Home with all necessary documentation, medication and personal items
8	Resident is received back at the Care Home with all necessary documentation and belongings and TTO medication Care Home staff complete final section of checklist	Enables care home to identify more promptly if anything missing. Improves communication
9	Care Home staff clean the bag in accordance with infection prevention protocol and store the bag in the identified location	To minimise the spread of infection



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Appendix 1 - Flowchart

