

Bed Selections and Bed Features Policy

SDMS Id Number:	P2010/1083-001
Effective From:	December 2013
Replaces Doc. No:	NA
Custodian and Review Responsibility:	Disability Services Policy and Programs
Contact:	Manager, Disability Services Policy and Programs
Applies to:	All Disability Services and all non-Government organisations funded by Disability and Community Services
Policy Type:	
Review Date:	December 2016
Keywords:	bed, bed selection, bed features
Routine Disclosure:	Yes

Approval

Prepared by		Senior Program Officer	1300 135 513	8 November 2013
Through		Manager	1300 135 513	November 2013
Through		Director	1300 135 513	November 2013
Cleared by		Deputy Secretary	1300 135 513	November 2013

Revision History

Version	Approved by name	Approved by title	Amendment notes
	Name	Position Title	
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This Policy may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for the Department. **PLEASE DESTROY PRINTED COPIES.** The electronic version of this Policy is the approved and current version and is located on the Department's oStrategic Document Management System. Any printed version is uncontrolled and therefore not current.

Purpose

- To ensure beds and / or bed features are selected and used safely and appropriately for people who are considered at risk of injury whilst in bed.
- Describe the process that needs to be followed when an alternative bed or a bed feature is being proposed for a client who is considered to be 'at risk'.
- Describe the preferred features of a bed and the interim measures that should be followed when an organisation is awaiting advice regarding the selection of a bed or bed feature and / or the use of bed rails.
- Address issues of bed safety broadly by taking into account factors such as the need for increased supervision and monitoring of some people with disabilities, ease of transfer on/off bed, the ability of a person to change positions in bed, alternatives to bed rails, and safety considerations for staff and clients.

Mandatory Requirements

- This is a DHHS wide policy and must not be re-interpreted so that subordinate policies exist. Should discreet operational differences exist, these should be expressed in the form of an operating procedure or protocol.
- This policy must be read in conjunction with the *Disability Services Act 2011*
- The *Disability Services Act 2011* provides the legislative basis for the provision of specialist disability services.
- This policy relates directly to disability service providers funded by Disability and Community Services.
- All disability service providers or funded private persons must ensure that a type of restrictive intervention is not carried out in relation to a person with disability who is under the care or control of a disability services provider or a funded private person.
- **Failure to comply with this policy**, without providing a good reason for doing so will lead to disciplinary action.

Roles and Responsibilities/Delegations

- Provide a safe environment for all clients and staff.
 - Appropriately select a bed and/or bed features to ensure minimisation of all risks.
 - Ensure an Occupational Therapist is involved in all assessment/selection processes when restraint (i.e. bed rail) is being proposed.
 - Consider if the Guardianship and Administration Board may also need to be consulted.
 - Ensure selection meets best practice for the clients' needs and occupational health and safety requirements of the organisation.
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Risk Implications

- Non- compliance with this policy will result in a breach under the Disability Services Act 2011.
- Interests of all parties are not being maintained and any potential risks to those interests are not being mitigated.
- Not meeting the requirements of the Quality and Safety Standards Framework.

Training

- Disability services provider or a funded private person are to ensure that all staff, whether employees or volunteers are appropriately qualified and skilled and where appropriate, credentialed and registered.
- All staff, whether employees or volunteers are to be provided with adequate support, training, debriefing and directions to enable them to effectively perform their duties.

Audit

- This policy will be included in the work program of the DHHS Internal Audit function.
- This work program is approved by the Audit and Risk Committee and will assess underlying systems and procedures for compliance with the requirements of this policy.
- The overall focus of this assessment will be one of continuous improvement to DHHS activities.

Attachments

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