

## **LINEN MANAGEMENT POLICY**

1. Linen safety shall be the responsibility of the nurse officer on duty of the various department/ward, thus all linen shall be stored in a lockable cabinet which shall only be accessed by health care worker and not patients nor caretakers. The key shall be handed over from shift to shift.
2. Linen handover shall be part of nurses handing over report at the end of every shift
3. A physical count of linen to be done at every end of every shift to ensure that the incoming team are receiving the exact number of linen reported by the outgoing shift
4. All linen torn or not in good order shall be reported to the house keeping supervisor on the same date and the house keeper shall facilitate the replacement of the same
5. There shall be 2 canvas distributed to every ward however the canvas will be centrally placed in theatre which will aid in lifting of patients from stretcher to bed and vice versa
6. The laundry shall have lockable lockers with clearly labeled sections of linen from each department for storing buffer stock
7. The team responsible for packing linen to do it well for easy counting, the number of linen delivered to be verified by the person receiving from the ward
8. The linen record book shall contain record of the balance of linen in the buffer stock and details of any torn or stained linen and have reason to account for that
9. Linen shall be issued as per ward capacity of which the number shall be doubled to cater for the ones which will be in use and the ones being washed
10. A clearance note to be used to verify that a patient or caretaker has brought back her/his linen before being discharged
11. List of NBU mothers shall be provided every day to wards accommodating the NBU mothers, such mothers or caretakers shall be discharged upon handing over their used linen
12. When changing linen for new patients, all the beddings shall be changed to include bed mosquito net, blanket, bed cover, bed sheets and pillow cases
13. All patients to be in uniform. For newborns or babies, the mother or caretaker shall be issued with a uniform
14. Patients are exempted and prohibited from washing their linen given by the hospital. That only laundry team has the responsibility to clean patient linens
15. Patients shall not bring their own beddings from home to the hospital.