

STANDARD OPERATING PROCEDURES

Discharge Against Medical Advice:

- Patients absconding from ward or not returning to ward after day leave for more than six hours will automatically be discharged and their bed will be allocated to new patients.
- Patients seeking discharge against medical advice should be properly counseled and discouraged to leave as far as possible.
- If the patient still insist to leave, the patient should be discharged after signing on the case sheet and mention on the discharge slip.

ABSCONDING OF PATIENT

- Attendant(s) should be kept all the time with the patient to prevent patient from absconding. In case, patient absconds from the hospital, his/her next kin as well as the police, hospital administration and the respective department heads/unit heads should be informed.
- If the absconded patient does not turn up within 6 hours, he/she shall be automatically discharged and reflected as absconded.
- The nurse officer in the ward who will be on duty shall inform the ward in charge, the security team then nursing covering
- The details of the absconded patient including last seen and patient description shall be handed over to the covering nurse who will then inform the administration office for appropriate action
- The above communication should be done instantly as the nurse learns of the patient's disappearance in the ward.

SIGNATORIES

Name of staff(MO/NO/CO/COI/MIDWIFE/ ETC)

Name:
Department in charge

sign.....

Date:

Name:.....
Nursing Officer in charge

sign.....

Date:

Name:.....
Hospital Administrator

sign.....

Date:

Name:.....

sign.....

Date: