

Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: Resident Care	SUBJECT: Leave of Absence – Resident	SECTION: L POLICY: 1
DATE: September 2004	Administrator's Signature: _____	
REVISION DATES: July 2012, August 2016		

LEAVE OF ABSENCE – RESIDENT

POLICY:

Medical Leave in a hospital for up to 30 days at a time is available.

Psychiatric leave in a hospital for up to 60 days at a time is available.

The use of any of these days does not reduce a resident's available vacation or casual leave days.

Vacation/casual leaves of absences of up to 21 days in a calendar year. The 21 days may be extended if a resident cannot return to the Home because of a public health order restricting admissions. In these cases, the area Long-Term Care office is notified.

Authorization of the resident's attending Physician is required for these leaves. The authorization must state the reason for the transfer to the hospital. The resident's family should be notified at least 24 hours prior to either of these leaves; or, where circumstances do not permit 24-hour notice, as soon as possible.

See Policy & Procedure – Transfer Resident to Hospital for procedure.

LOAs will be recorded by the facility-refer to individual sign in/out sheet (attached). The LOA tracking sheets are kept in a separate binder on the chart cart or documentation room. In consultation with the Registered Staff the resident/POA will sign out when the leave, notate when they expect to return, and provide a contact number to use during this absence. The Registered Staff on duty will cosign the LOA information. Upon their return for all casual/vacation leaves the resident/POA or Registered Staff will note the date/time of return with an initial.

If medication is required while the Resident is on the LOA, the Registered Staff will send adequate amounts for the time that they are absent. The Registered Staff will provide health teaching in the administration of the medication to the POA/resident. The medication will remain in the original medication multi dose packs/bottles as provided from Pharmacy. Medication not provided in the multi packs will be placed in a pharmacy vial, labelled with the name the medication and time of administration. Medication sent for an extended leave or overnight (not required if for single dose or simple medication amounts) will have the medication list etc. on the Acceptance of responsibility for resident and resident's medication. See Attached Form.

If the resident requires personal care while out on leave the Registered Staff will provide care outlined in writing (the care plan) and document that this is done. The Registered Staff needs to take reasonable steps to ensure that the care will be provided. LMH is not responsible for the care, safety and wellbeing of the resident during the absence and that the resident or POA/SDM accepts full responsibility.

The resident /POA/SDM is responsible to notify the Administrator if the resident is admitted to a hospital during the absence OR if the date of the resident's return changes.