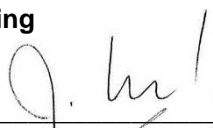
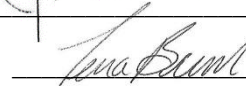


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Laundry	SUBJECT: Labelling Clothing	SECTION: L
DATE: January 1, 2024	Administrator: 	POLICY: 1
REVISION DATES:	HKL Supervisor: 	

LABELLING CLOTHING

POLICY:

All resident clothing will be labelled upon move in and on an ongoing basis as new clothing is brought in. Resident's personal clothing will be returned from laundry within 48 hours.

PROCEDURE:

The HKL Supervisor will:

- 1) Coordinate new move ins with the Director of Nursing & Personal Care or designate.
- 2) Develop a process in the Home to have personal clothing delivered directly to the laundry on day of move in.
- 3) Supply clothing labels to laundry staff in advance of new move ins.
- 4) Instruct staff on proper labelling procedures and the use of labelling machine.

Laundry staff will:

- 1) Label all clothing and return to the resident within 48 hours of move in.
- 2) Ensure resident has appropriate clothing for bedtime and next day (if labelling not completed).
- 3) Label clothing in a manner that respects resident dignity and does not damage clothing.
- 4) Place personal clothing on appropriate cart to ensure it is delivered to the correct resident.

Personal Support Workers will:

- 1) Collect all clothing during the move in process that has been sent to the resident room without labels and bag it for labelling.
- 2) Ensure clothes the resident is wearing upon move in are sent for labelling that night in a mesh laundry bag. These clothes will be laundered in the mesh bag and labelled when clean.
- 3) Remove any clothing not labelled from circulation until it is labelled to prevent loss.
- 4) Advise the family that all new clothes must be given to a staff at the Front Office for labelling prior to going into the resident's room.

Office staff will:

- 1) Contact the laundry room to notify them when new clothing has been brought in for labelling.