

Administrative details

- All lodgers should have a Kalafong hospital file.
- A TPH 3 admission form should be completed and signed by the admitting or ward doctor.
- A lodger form should be completed and signed, stating the reason why the person is admitted as a lodger. The main reason will be for breastfeeding. (These forms will be signed by the superintendent)
- If a lodger has to go home for a good reason, the lodger should be signed off and signed on again on arrival back in the ward.

General aspects

- The ward 4 neonatal cubicle will accommodate an adult female lodger for every baby admitted. The only exclusion to this arrangement will be if the lodger has an illness which may endanger the other babies in the ward. (E.g. chicken pox, newly diagnosed cavity forming pulmonary TB, psychoses, etc.)
- Each lodger will be accommodated in a bed next to the baby. A bedside locker will be allocated to each lodger for storage of personal belongings.
- The mother is a lodger in ward 4, she is not a patient and ward 4 nursing staff cannot take care of her as a patient. If she has a major health problem she needs admission to another ward and treated by the appropriate department.
- Lodgers will receive hospital gowns to wear during their stay, but if they choose to wear their own clothes, it will be allowed, as long as the clothes are kept clean.
- Linen will be provided for the baby bassinets and lodgers' beds. Linen will be changed with each new admission or on a weekly basis if a lodger remains in the unit for a prolonged period of time. Linen will also be changed if it is soiled.
- There are no towels provided by the hospital, also no toiletries, wash cloths or soap. The mother must provide these articles herself.
- Toilet paper and sanitary pads are provided. Ask for these when needed. Do not discard sanitary pads in the toilets but place it in the receptacles provided.
- No lodger may leave the ward or the hospital premises without making arrangements with the nurse and or doctor. If a lodger leaves without these arrangements it will be seen as absconding. The baby may be placed in the care of the social services in this instance.

Care of Babies

- The main reason for admitting an adult lodger is to feed and take care of her baby.
- It will be the lodger's responsibility to feed, wash and change her baby's nappies.
- A lodger may help in the medical treatment of her baby under the guidance and support of the nursing and medical staff. (Administer oxygen via a Hudson mask, monitor oxygen levels, administer oral medicine).

Meals and food storage

- Lodgers will receive all their meals in the ward and will eat the food in a designated dining area. All meals will be provided by the hospital.
- Lodgers may only keep food in the provided containers that can be sealed against cockroaches. On discharge, lodgers should empty and clean these containers, ready to be used by the next lodger.
- There is a fridge set aside for lodgers but the space is limited.

Shared facility

- Ward 4 accommodates 30 lodgers and it is important that the occupants share the facility in a friendly manner and treat one another with respect. They should regard the privacy of other lodgers as well as respect one another's property.
- The hospital will not be responsible for any belongings that are lost while lodging in ward 4. Lodgers should be warned about leaving cell phones lying around on their beds.

Kalafong Hospital, Department of Paediatrics
Standard Operating Procedure
Lodger Policy in Ward 4



- Much effort was spent in making the ward comfortable and pleasant for lodgers and it is important that they treat hospital property with respect. All furniture and appliances should be kept clean, neat and functioning. Any vandalism and theft should be reported.

Keeping the ward clean and tidy

- Cleanliness of each lodger's sleeping area, the bathroom and kitchen is important. All the facilities should be kept clean and tidy. Lodgers will also be held responsible for the upkeep and cleanliness of the ward.
- Each lodger is expected to make her own bed and keep her personal belongings tidy. It is important that the bedside lockers are kept clean and organized. Every day lodgers should clean the surfaces of the bedside lockers with soap (provided) and water.
- Lodgers should be informed about rules and regulations regarding infection control in the ward. They should wash their hands and use the hand sprays that are provided before handling their infants. They should also keep their nails short and clean.
- Lodgers will be expected to keep the eating area clean and will be responsible for this on a rotational basis.
- No smoking is allowed in the ward. Lodgers may only smoke outside but care should be taken that the baby is not left alone for long periods of time.
- No alcoholic beverages or drugs may be consumed on the hospital grounds.

Lodger Baby Policy

- Babies will be admitted into ward 4 as lodgers if they are less than 6 weeks old. Older infants and children will be accommodated either in ward 3 or ward 6.
- All lodger babies should be admitted by a Paediatric doctor.
- All lodger babies should have a hospital file and a signed admission form (TPH 3).
- On admission the details of the mother, her illness and where she is admitted, should be recorded in the file. Contact addresses or phone numbers of family members will be helpful.
- Bring the baby's Road to Health booklet to the hospital if not available on admission.
- Lodger babies should be seen every day by the ward doctor as if they are patients.
- The social worker should be consulted if the mother is very ill and unable to take care of the infant. If the baby is not being breast fed a family member could take care of the baby at home. If no other option is found, consider placing the baby in a place of safety and discuss this with the social worker.

To all lodger mothers

Welcome to ward 4, we hope your stay will be pleasant. All the staff members are there to help you care for your baby. Please ask if unsure of what to do. Always feel free to ask for assistance. The following guide lines may help you adapt to the ward conditions:

1. All lodgers should be orientated by the nursing staff on admission to the ward.
2. The available beds in the ward will be shown to lodgers and they may choose where they would like to sleep dependent on availability of oxygen points.
3. Lodgers are expected to act with good manners and consideration to one another as well as to the ward staff. Please avoid fighting or arguments, rather discuss the problem with the ward staff.
4. All lodgers will be responsible for the orderliness, neatness and cleanliness of the ward.
5. All lodgers will be responsible for their personal hygiene, as well as that of their babies.
6. Bed linen and hospital gowns, nappies, toilet paper and sanitary pads are supplied by the hospital but no towels, face cloths, toiletries, or soap. Lodgers must bring their own.
7. Bedside lockers are provided where lodgers may store their belongings. Please be careful in keeping all cell phones inside the lockers and not letting them lie on the beds where they can easily be stolen. If anything is stolen report it immediately to the ward staff. The hospital will not be responsible for any belongings that are lost while lodging in ward 4.
8. The hospital will provide lodgers with three meals and extra fluids daily. Lodgers will eat in the kitchen and not at their beds. Food must be controlled in the ward as it attracts cockroaches to the ward. In the bedside locker is a special container that is provided for storing of food. This container can be sealed against cockroaches. No food may be kept in any other place apart from this container. On discharge these containers must be emptied. There is a fridge set aside for lodgers but the space is limited.
9. No alcohol, drugs may be consumed in the ward and no smoking is allowed. Smoking is dangerous and may cause an explosion. Lodgers are allowed to smoke outside the ward but are restricted to 4 times a day.
10. Treat the facility, furniture and appliances with respect. Do not discard sanitary pads or other objects in the toilets. Place them in the bins provided for them. Any lodger who damages hospital property may be held liable and responsible for the repairs and or replacement costs.
11. Visitors are welcome during official visiting hours. Visitors may visit next to the beds in W4A but are not allowed in the KMC area. Visitors to lodgers in KMC should visit with them in the visitors lounge, kitchen or cubicle A. Children under the age of twelve may be allowed during visiting hours if you keep to the following rules:
 - The child should be healthy and not have any illness such as a cold or a cough.
 - The child must be accompanied by an adult and the adult must see that the child is contained or restrained and not allowed to run around in the visiting area.
 - If the child is not controlled he or she may not enter the ward.
12. If you want to leave the ward you must let the staff know where you are going. You may not leave the hospital grounds without permission from the staff. If you do it will be seen that you have absconded and the baby will be placed in the care of social.
13. Lodgers must let the staff know if they are taking treatment for an existing health problem. If they feel ill they must inform the staff as soon as possible.
14. If lodgers have complaints during the stay in the ward, there is a complaint form which can be completed and placed in the complaint box. These complaints will be seen by the matron of the ward.