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| KEY CONTROL AND SECURITY | | | | NO. 525 | |
| POLICY:  Personnel assigned with keys will be responsible for the management of those keys. Prudent and judicious use of keys is expected since valuables, property, records and supplies must be controlled and distributed appropriately.  PROCEDURE:  1.0 Keys are assigned in two categories: to facility master (keyboard) and to an individual. Keys are assigned by the Director of Maintenance who maintains records and duplicates of facility keys. Once assigned, the keys become the responsibility of the individual. Keys will be assigned in the following manner:  Medication Key - Nursing Staff  Office - Individual assigned to that office  Other Keys - Request of Administrator  Keyboard - Director of Maintenance  2.0 KEYS WILL NOT BE DUPLICATED BY STAFF MEMBERS.  3.0 KEYS WILL NOT BE EXCHANGED AMONG STAFF MEMBERS. Assigned keys will be returned when terminating and changing position of location which necessitates key change.  4.0 Keys are not to be given to residents.  5.0 Staff members who have possession of a key will be expected to exert security in regard to those keys. The loss or misplacement of assigned keys will be considered a serious staff error. The circumstances of the loss should be reported immediately to the staff member's supervisor who will document the event and the discussion around it, submitting the report to the Administrator. It must be further emphasized that repeated loss or failure to report a missing key may be considered grounds for immediate termination.  6.0 If facility keys are lost within the facility, this must be reported to the charge nurse and supervisor immediately; if lost outside the facility, the loss must be reported to the Director of Nursing at the beginning of the next working day. An incident report is to be made out in either case. Replacing keys and/or key chain will necessitate a charge to the responsible individual.  7.0 The Administrator and/or Director of Maintenance will maintain a central board and is responsible for assigning keys. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |