



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Nursing		
<b>Document:</b>	Multidisciplinary Policy and Procedure		
<b>Title:</b>	Maintaining Adequate Linen Supply (PAR Level)		
<b>Applies To:</b>	All Nursing Staff Medical Store Staff and Laundry Staff		
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## 1. PURPOSE:

- 1.1 To establish adequate supplies of linen during emergency and high turn-over of patient rate.
- 1.2 To ensure that patient's linen are changed and replaced at regular interval.
- 1.3 To minimize over-stocking.
- 1.4 To track down the demand and supply.

## 2. DEFINITONS:

- 2.1 **Par Level:** The minimum amount of linen available in the nursing units within 24 hours period, based on patient census per day.
- 2.2 **Emergency Stock Level:** The amount of linen available in the unit to serve as backup to be used in case of admission, discharge and emergency situation.
- 2.3 **Soiled Linens:** Linens that is contaminated with dirt and body fluids that maybe infected or not infected.

## 3. POLICY:

- 3.1 The nursing service department establishes a system of ensuring adequate supplies of linens in all nursing units to meet patient needs.

## 4. PROCEDURE:

- 4.1 Each unit shall have an adequate amount of linen to be used by patients in a 24 hours.
- 4.2 The supply of linen for each patient comes in the following items:
  - 4.2.1 1 bed sheet
  - 4.2.2 1 thick sheet
  - 4.2.3 1 patient gown (Female / Child)
  - 4.2.4 1 pillow case
  - 4.2.5 1 pillow (All department except NICU, incubator cover only for NICU)
- 4.3 Each nursing unit shall have 3 sets of linen according to bed capacity calculated as follows:
  - 4.3.1 **5 linen items X bed capacity X 3**
  - 4.3.2 Example: Pediatric Surgical Ward with 25 bed capacity; **5X25X3 = 375**
  - 4.3.3 Pediatric Surgical Ward should have 375 items available in 24 hours basis.
- 4.4 Two (2) sets will be available in the unit and laundry department based on the bed capacity and it will be the unit's par level stock.
- 4.5 The remaining one (1) set of linen will be the emergency stock level for the unit.
  - 4.5.1 Emergency stock will be used in case of admission, trans-in and emergency situation.
  - 4.5.2 Used emergency stock will replaced by the laundry department the next day.
  - 4.5.3 The assigned nurse will check the linen emergency stock every shift and monthly by the head nurse.

- 4.6 The laundry department will collect linen in the nursing units 3 times / day including weekends:
  - 4.6.1 Collecting time: 0700H Delivery time: 1100H
  - 4.6.2 Collecting time: 1400H Delivery time: 1700H
  - 4.6.3 Collecting time: 2200H Delivery time: 0100H
- 4.7 The number of linen delivered should coincide with the number of the soiled linen collected written in the laundry book and to be countersigned by head nurse or shift in-charge.
- 4.8 Linen must be stored in an orderly manner in the linen shelves.
- 4.9 Linen rooms must be locked at all times.
- 4.10 Linens that are torn, damaged or stained must be sent to laundry department for the replacement using the replacement form.
- 4.11 Soiled and infected linens must be handled following the Infection Control policy.
- 4.12 When par level of linens is reached or whenever needed, request is submitted to the main store manager.

## **5. MATERIALS AND EQUIPMENT:**

- 5.1 Linen Requests Form
- 5.2 Laundry Book
- 5.3 Linen Replacement Form

## **6. RESPONSIBILITIES:**

- 6.1 Head Nurse
- 6.2 Charge Nurse / Shift In-charge
- 6.3 Laundry Staff
- 6.4 Medical Store Staff



## **7. APPENDICES:**

- 7.1 N/A

## **8. REFERENCES:**

- 8.1 Ministry of Health, General Nursing Administration, Functions and Duties and Procedures

## 9. APPROVALS:

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