Process for Falls Sensors

1. Check all the kit and sign for it with the equipment coordinators.
2. Keep the equipment you are not using in the box to keep it safe.
3. If you are unsure of how to use it ask your colleagues to show you – **there are trained staff on every ward** – to remind yourselves follow the “how to” guide in the box.
4. Always calibrate your grey falls sensor,
   a. weigh the cushion or mattress (or air when you don’t have removable cushions)
   b. follow the “how to” guide in the box – or ask for help from your falls champions!
5. Use your brackets, use them to place the falls sensor at the back of the chairs or at the head of the beds.
6. If your patient transfers to another ward check the falls equipment with audit form and complete the back of it with the ward transfer details.
7. When possible phone equipment coordinators to inform them the sensor and patient have moved to another ward.
8. When returning a falls sensor make sure the kit is complete and sign the audit form.

It is everyone’s responsibility to look after this equipment to ensure this intervention continues to support the safety of patients.

For further information please contact **Victoria Elletson**, **Patient Safety Manager**, Victoria.Elletson@york.nhs.uk or 72 1549