



## On arrival at the Hospital

- Receive the handover and Red Bag from the ambulance staff
- Review the documentation returning to the bag when not in use
- Ensure all contents remain in the bag unless in use
- Medication should remain in the bag in emergency portals until reviewed by pharmacy

## During the stay

- If admitted to a ward handover and pass the Red Bag to ward staff
- Each ward area the patient is admitted to should complete the checklist
- Ensure the Red Bag and its belongings stay with the patient throughout their stay
- Any medication in the bag can now be stored in a POD locker, the bag will fit inside a locker
- Personal belongings should be kept in the bag when not in use
- Any soiled items should be placed in a plastic bag to limit contamination
- Contact the Care Home within 48-72 hours to start discharge planning

## On Discharge

- Hospital staff complete the hospital to home assessment form. This replaces the nurse to nurse unless a district nurse has been organised, in which case both forms will need to be completed.
- Ensure all necessary original documentation, discharge letter and TTO medication are included in the bag
- Ensure all personal belongings are returned to the Red Bag
- Complete the checklist
- Hand the bag over to the ambulance staff

- The Red Bag must stay with the patient at all times from when they leave the Care Home until they return.
- Patient documentation must be kept securely in the Red Bag at all times and returned to the documentation pocket when not in use.
- Staff should complete the checklist at all stages of the journey to enable accurate tracking and evaluation of the scheme.