

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>519</b>	
		<b>Original Date</b>	<b>01/11/2002</b>	
	<b>Department: Nursing</b>	<b>Revised Date</b>	<b>07/10/2014</b>	
	<b>Secure Wing/E-Wing/Echo Wing</b>			

**POLICY:**

The Secure Wing has been established to provide a safe environment for residents with special problems.

**PROCEDURE:**

**A. ACCESS**

1. The wing remains locked at all times.
2. Staff may enter or leave the unit using the general facility key.
3. Staff are not to let residents off the wing without authorization from the nurse.
4. Staff must assure doors are locked before walking away from the door.
5. Staff entering the courtyard are to ensure all gates and doors remain secure.

**B. ENVIRONMENT:**

1. Bedside cabinets and top drawers on all dressers are to be kept locked.
2. Closets are locked unless determined otherwise by the care plan team.
3. Bath cabinets and utility rooms will be locked. All potentially harmful substances are to be stored in a locked area.
4. Recreation activities will be provided on the Unit. Care Plan Team will assess residents for participation in off-unit activities.

**C. VISITORS:**

1. Visitors may enter or leave the wing by asking a staff member to unlock the entrance door with their key.
2. Family members of residents may not bring the following items onto the unit:
  - Food or drink
  - Money for resident
3. Gifts should be turned in immediately to the nurse on locked unit to be marked and inventoried.
4. Visitation for children and/or family members in off unit areas may be authorized by the Charge Nurse. Family members will be encouraged to contact facility social workers about visitation plans.
5. Minors (under 18) are not allowed on the unit.