

CDBA-NB Inc. Policy and Procedure			
Chapter:	External Programs	PP No.	SR 5.01
Section:	Lorna Thompson Memorial Snoezelen Room	Issued by:	<b>Brd Directors</b>
Subject:	<b>ACCESS/USEAGE</b>	Effective:	<b>Jan 12/13</b>
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## 1. POLICY

1.01 CDBA-NB Inc. is committed to ensuring all Access/Usage Policies are adhered to for the safe operation of the Snoezelen Room.

## 2. PURPOSE

2.01 To ensure proper guidelines are followed to prevent damage to equipment and/or individuals.

## 3. SCOPE

3.01 Applies to all users.

## 4. RESPONSIBILITY

4.01 Managers are responsible for:

a) Ensuring all guidelines are followed.

4.02 Users are responsible for:

a) Following all guidelines at all times.

b) To understand any misuse will result in termination from the program and possible replacement of equipment.

## 5. DEFINITIONS

5.01 None.

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## 6. REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEEDURE

6.01 None.

## 7. PROCEDURE

### 7.01 Manager:

- a) The room should be locked when not in use.
- b) No more than four people (2 clients and 2 attendants) should use the room at any one time.
- c) Items may be taken out of the room for individual use at CDBA-NB Inc.'s discretion. The materials borrowed will be documented along with the date, time and client/attendant's name.
- d) All sessions in the Snoezelen Room will be identified in a client file.
- e) Electrical equipment (ie. lamps, rope lights, fibre optic lights, media systems) must be regularly checked.
- f) Equipment must be kept clean using antiseptic wipes after each session and adhering to the infection control policy.
- g) Regular check for damaged or faulty equipment.
- h) Damaged equipment must be removed and repaired and/or replaced immediately.
- i) All electrical wires are to be kept free from doors and walkways.
- j) Following the final session of the day, all electrical plugs are to be removed from the sockets.

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#### 7.02 Users:

- a) At no time is a client to be left unattended in the room.
- b) Damaged equipment must be reported to the Snoezelen Room Manager immediately.
- c) Always read the instructions before using equipment.
- d) Always switch off equipment after use.
- e) Always leave the room tidy for the next user.
- f) Always ensure persons have adequate information about the client.
- g) Always ensure that the staff and clients are not placing themselves at risk.
- h) Refrain from eating or drinking in the room.
- i) Remove all footwear prior to entering the room.
- j) Remove all objects (keys, money, pens, jewelry, etc.) which could puncture equipment.
- k) Refrain from putting fiber optics in your mouth.
- l) Leave the room neat and tidy; turn off equipment, switches, fans, etc.
- m) Return the key and lock the door.
- n) Report any damaged or problems with the equipment to the office immediately.
- o) Make sure you sign in.
- p) Client must be supervised at all times.
- q) Must complete all training and follow all procedures. First visit will be supervised.
- r) Use the washroom prior to appointment.
- s) Non-compliance will result in privileges being revoked.

#### 8. ATTACHMENTS

None.