


| <b>STANDARD OPERATING PROCEDURE FOR USE OF HOSPITAL ELECTRONIC IPAD / TABLET DEVICES OR DEVICES THAT CAN CONNECT TO INTERNET OR ANY MESSAGING SERVICE ON WARDS FOR PLAY</b> |                                                                                                                                                           |
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| <b>Approved By</b><br>Name: Fionnuala O' Neill<br>Title: Nursing Practice Development Coordinator                                                                           | Signature <span style="float: right;">Date: April 2019</span><br><i>Fionnuala O'Neill</i>                                                                 |
| <b>Authorised By</b><br>Name: Tracey Wall<br>Title: Director of Nursing                                                                                                     | Signature <span style="float: right;">Date April 2019</span><br><i>Tracey Wall</i>                                                                        |
| <b>Author/s</b>                                                                                                                                                             | Name: Fionnuala O'Neill<br>Title: Nurse Practice Development Coordinator<br>Name: Paula McGrath<br>Title: Clinical Nurse Manager III – Quality Department |
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| Children's Health Ireland at Crumlin                                                                      |                    |  |
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| Reference Number: SOPSUHEITDWP-05-2019-FONPMcG-V1                                                         | Version Number: V1 |                                                                                     |
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## 1.0 Introduction

An IPAD / Tablet is a mobile computer with a touchscreen display, circuitry, and battery in a single device. IPAD / Tablets touchscreen display uses the recognition of finger or stylus gestures replacing the usage of the mouse and keyboard. They usually feature on-screen, pop-up virtual keyboards for typing. IPAD / Tablets may have physical buttons for basic features such as speaker volume and power, and ports for network communications and battery charging. IPAD / Tablets are typically larger than smartphones or personal digital assistants with screens 7 inches (18 cm) or larger, measured diagonally.

## 2.0 Definition of Standard Operating Procedure

The term '**Standard Operating Procedure**' is a way of carrying out a particular course of action and includes operations, investigations, pharmaceutical treatment, examinations, management of distraction or entertainment and any other treatment carried out.

## 3.0 Applicable to

All clinical staff - **Points to note**


### Do's

1. Ensure you are aware of OLCHC's guidance on security and confidentiality of patient information.
2. Always adhere to the Data Protection Acts 1988 and 2003.
3. Always adhere to the OLCHC guidance on Email / Internet / Intranet usage.
4. Always adhere to the OLCHC Policy on Social Media for nursing staff (2014) when using your IPAD/Tablet in the workplace.
5. Always use professional judgment when using an IPAD / Tablet in the workplace.
6. Always decontaminate hands before and after IPAD / Tablet use.
7. Ensure your IPAD / Tablet is decontaminated after each patient use.
8. Ensure the IPAD / Tablet has internet / Wi-Fi disabled and is password protected.

### Don'ts

1. You can give an IPAD / Tablet to a child and parent for use only when the Wi-Fi has been disabled and the IPAD / Tablet has been checked for history and erased and any downloads of an inappropriate calibre for age have been deleted.
2. Only give the IPAD / Tablet or charger to a patient or parent / guardian, when the required consent form is signed.
3. Never use the IPAD / Tablet to take photos of patients in the workplace, including photos of lesions or wounds. The hospital photographer will photograph patients for clinical purposes.
4. Never access Facetime, Facebook, Twitter, Instagram, Snapchat or any other social networking or social media sites during the working day.

**Failure to adhere to this Policy could result in disciplinary action.**

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## 4.0 Responsibilities

### Users

Each user is responsible for:

- Complying with the terms of this SOP and all other relevant OLCHC policies, procedures, regulations and applicable legislation;
- Respecting and protecting the privacy and confidentiality of the information they process at all times;
- Complying with guidelines issued on behalf of the hospital and the Pharmacy Department
- Reporting all misuse and breaches of this policy to their line manager.

It is the responsibility of all staff to ensure the IPAD/Tablet is secure at all times. An assigned staff member is to ensure device is plugged in and charged at all times when not in use.

## 5.0 Cleaning the IPAD / Tablet Devices

The best method to disinfect the electronic IPAD/Tablet devices is with isopropanol alcohol wipes. Simply rubbing the screen for a few moments is enough to remove built-up fingerprints.


### **This is only in the case of an IPAD / Tablet device that has a screen protector**

In the event that the screen protector itself requires cleaning use the following steps:

- Peel the screen protector off of your device.
- Wash your hands in soapy water. Avoid using any hand wash containing harsh chemicals such as chlorine or bleach.
- Run the screen protector under water to rinse off the sticky side.
- Wash the sticky side of the screen protector gently with soapy water. Rinse and repeat -- it may take several tries to clean off all the dirt and smudges.
- Give the screen protector a final rinse.
- Let the screen protector air dry in an area void of dust or lint
- Why dry, reapply the screen protector by carefully aligning it with the IPAD / Tablet edges and smoothing into place. Wipe any air bubbles toward the edges with a smooth implement like a credit card

If an IPAD / Tablet device does not have a screen protector the best method to clean it is to rub with a lint-free microfiber cloth for a few moments. Never use paper towels or napkins to wipe off any kind of screen that does not have a screen protector. Paper is made of shredded wood, and the wood fibers can scratch the display, especially over several years of cleaning.

Never use a glass or window cleaning product on an IPAD/Tablet device screen that does not have a screen protector. Some device makers put coatings on the screens to help repel skin oil, and the solvents in cleaning products can strip these coatings off.

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## 6.0 References

[OLCHC Email / Internet / Intranet Usage Policy 2013](#)

[OLCHC Policy for nursing staff on the use of Smart / Personal mobile phones for work purposes 2014](#)

[Policy on the use of Social Media for nursing staff and Healthcare assistants 2014](#)

[NMBI Guidance to Nurses and Midwives on Social Media and Social Networking 2013](#)

[Data Protection Acts 1988 and 2003](#)

## 7.0 Appendices (*as per necessary*)


### **INFORMATION LEAFLETS FOR PARENTS / CARERS OF A CHILD** **Using OLCHC IPAD / TABLETs/devices that can connect to** **internet, mail or social media** **from the play department**



The hospital play department have a number of electronic devices available for use by your child during their hospital stay.

#### **IPAD / TABLETs/other devices**

- The old model of entertainment for children in hospital was a TV / DVD in every room for the child to watch their favourite TV programme. Entertainment has changed in the home and has moved away from TV and DVD to the use of Netflix.
- The child in hospital will rarely have interrupted hours where they can watch a programme on TV. They need to be able to pause and get back to where they left off when treatment has been completed.
- Streaming is a much better idea for children in hospital who have multiple interruptions.

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The hospital play department have IPAD / TABLETs available for use for your child which they can adjust for your child's needs.

- As with the use of the IPAD / TABLET in the home we offer the IPAD / TABLETs to you the parent and ask that you will supervise your child while using it.
- Please ensure you are aware of the restrictions in terms of time your child can use the IPAD / TABLET.
- There is social WIFI in the hospital, we advise that children do not use the tablet for internet so your child cannot use the IPAD / TABLET to access any website. We can download any programmes your child wishes to watch.
- The Play specialist, will delete all previous downloads on the IPAD / Tablet before it is given to your child.
- We ask you to adjust the settings and permissions to suit your child's needs
- We ask that you do not nor allow your child to sync their phone to the IPAD / TABLET during the time they are using the IPAD / TABLET.
- In the event that your child uses a device that can connect to social media or mail such as playstation or WII we ask that you sign the consent below giving your specific permission.

**CONSENT to using the IPAD or any other devices that can link with social media, mail or utube.**

Yes

No

**Parent Signature:**  
**Play specialist Signature**  
*Please ensure of copy is filed in the HCR*

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