Dear Mr. O’Neill,

The Health Service Executive Nursing Homes Inspection Team inspected Windfield Nursing Home, Waynestown, Dunboyne, Co. Meath on 21/2/2007 with a further visit on 28/2/2007. These inspections were routine and unannounced.

There were 36 residents on these dates. The Nursing Home is currently fully registered for 38 residents.

The following issues require your attention and action.

**Article:**

7.2 “In the year following the commencement of the Act, the registered proprietor or person in charge shall execute a contract with a dependent person and/or a person acting on his or her behalf within two months of the admission of that dependent person to the nursing home.”

**Non-compliance:**

A number of dependent persons did not have a contract of care.

**Required Action:**

Execute a contract of care with each dependent person and/or a person acting on their behalf.
**Timescale:**
Within two months of receipt of report

**Article:**
18.1 (c) "In every nursing home there shall be kept in a safe place a bound register of all dependent persons resident in the home, which shall include the following particulars in respect of each person the name, address and telephone number of the persons medical practitioner."

**Non-compliance:**
Within the register the telephone number of the person’s relative or other person nominated to act on the person’s behalf as a person to be notified in the event of a change in the person’s health or circumstances were omitted for a number of dependent persons.

**Required Action:**
Complete register to include the particulars in respect of each person within the nursing home.

**Timescale:**
Within 7 days of receipt of this report.

**Article:**
19.1 (a) “In every nursing home the following particulars shall be kept in a safe place in respect of each dependent person where the person is in receipt of a health board subvention, a summary of the assessment of the persons level of dependency on admission and on review.”

**Non-compliance:**
No dependency done

**Required Action:**
To record a summary of the assessment of the persons level of dependency on admission and on review

**Timescale:**
Within 7 days of receipt of this correspondence.
Article:
29 (b) “The registered proprietor and the person in charge of the nursing home shall ensure that the treatment and medication prescribed by the medical practitioner of dependent person is correctly administered and recorded.”

Non-compliance:
Medication prescribed by the medical practitioner of a dependent person *** was not administered as prescribed, *** medication administered but not prescribed.

Required Action:
All nursing staff should receive training regarding their responsibility and accountability as registered nurses, which should include referencing the principles of medication management, the Five Rights of Medication Administration. Guidance to Nurses and Midwives on Medication Management, An Bord Altransis

Timescale:
Within 7 days of receipt of this report.

Article:
11.2 (f) “In every nursing home there shall be provided suitable and sufficient accommodation which meets the minimum standards as follows suitable and sufficient equipment and facilities having regard to the nature and extent of the dependency of the persons maintained in the nursing home.”

Non-compliance:
At the time of inspection it was noted that equipment such as hoists, wheelchairs, commodes were stored in various ensuites, bathrooms and other non storage rooms in the Nursing Home thereby obstructing access to these rooms.

Required Action:
A suitable adequately sized designated storage area shall be provided for equipment within the nursing home.

Timescale:
Immediate
Article: 11.2 (h) “In every nursing home there shall be provided suitable and sufficient accommodation which meets the minimum standards as follows suitable and sufficient lighting and ventilation, with natural lighting and ventilation in rooms which are regularly occupied by dependent persons.”

Non-compliance: The ceiling lights in rooms 19, 22 and 26 and the ceiling light in the ensuite of Room 17 were defective at the time of inspection.

Required Action: The defective lights shall be repaired.

Timescale: Immediate

Article: 12 (a) “The registered proprietor and the person in charge of the nursing home shall take precautions against the risk of accidents to any dependent person in the nursing home and in the grounds of the nursing home.”

Non-compliance: The sewage treatment system at the rear of the Nursing home was not safety cordoned off to ensure that residents do not gain access to this area.

Required Action: This section of the grounds must be fenced off in a safe manner to ensure that residents do not gain access to this area.

Timescale: Immediate

Article: 14 (a) “The registered proprietor and the person in charge of the nursing home shall: - ensure that the Nursing Home and its curtilage is maintained in a proper state of repair and in clean and hygienic condition.”

Non-compliance: The unfinished wooden lath attached to the wall behind the toilet in the bathroom of room 16 can not easily cleaned/disinfected.
**Required Action:**
This wooden lath shall be sealed with a suitable paint/varnish to render it easily cleanable/disinfectable.

**Timescale:**
Immediate

**Non-compliance:**
In the residents day room it was noted that the low level double electric socket located adjacent to the fireplace was hanging loosely from the wall at the time of inspection.

**Required Action:**
This shall be reattached to the wall in a safe manner by a competent person.

**Timescale:**
Immediate

**Non-compliance:**
The inside door handle of the visitors reception room door was defective at the time of inspection.

**Required Action:**
This shall be repaired.

**Timescale:**
Immediate

**Non-compliance:**
It was noted at the time of inspection that much of the Nursing Home was in need of redecoration.

**Required Action:**
A programme of redecoration shall be commenced and all areas within the nursing home requiring attention shall be decorated as necessary.

**Timescale:**
Ongoing

**Non-compliance:**
The area at the rear of the toilet in the ensuite bathroom of Room 27 was stained with faeces at the time of inspection.
**Required Action:**
The aforementioned area shall be cleaned and the seal on the soil pipe at the rear of this toilet shall be checked and repaired as necessary.

**Timescale:**
Immediate

**Recommendations:**
On the day of inspection it was noted that no written cleaning schedule was in place. It is recommended that a comprehensive cleaning schedule for the entire Nursing Home and relevant checklists be compiled. Each item in the Nursing Home that requires cleaning is to be identified. Once identified, a frequency of cleaning is to be established, e.g. daily, weekly, monthly, etc. Suitable disinfectants/cleaning chemicals/detergent capable of each individual cleaning task are to be decided upon along with the concentration to be used.

A person is to be nominated to carry out the cleaning and on completion of same they complete a checklist. These checklists are to be signed off on a regular basis by the manager/proprietor and retained for inspection.

It is recommended that in order to minimise smoke escaping from the Smoking room to the corridor that the door of the Smoking room should be fitted with a self closing device. For safety purposes, a vision panel should also be installed in this door.

**Article:**
14 (b) “The registered proprietor and the person in charge of the nursing home shall: make adequate arrangements for the prevention of infection, infestation, toxic conditions, or spread of infection and infestation at the nursing home.”

**Non-compliance:**
In Toilet No 3 and the Toilet next to the dining room a bin was not provided for the disposal of paper hand drying towels.

**Required Action:**
A suitable bin shall be provided for paper towel disposal in these areas.

**Timescale:**
Immediate

**Non-compliance:**
It was noted at the time of inspection that hygienic hand drying facilities were not provided in the residents rooms for staff caring for dependant residents. The individual cloth towels provided for each resident are not acceptable for staff hand drying purposes.
Required Action:
In the interests of infection control, hygienic hand drying facilities shall be provided for staff to use when caring for/handling dependant residents.

Timescale:
Immediate

Non-compliance:
At the time of inspection, it was noted that cleaning chemicals and replacement liners for Sangenic bins were stored in the outdoor boiler house.

Required Action:
Such items shall be stored in a hygienic designated storage area.

Timescale:
Immediate

Note: A food safety report will issue separately.

The Chairperson of the Inspection Team is to be notified in writing on or before the above date(s) indicating the steps taken by the nursing home to carry out the actions as required under the regulations.

Signed:

__________________________    ________________________
Chairperson/Designated Officer.    Designated Officer.

___________________________
Environmental Health Officer.

cc. Person in Charge.