

### APPENDIX 3

#### Locked door record (complete once door locked)

Adverse Event Number if applicable					
Ward	Date	Reason for Locked Door (Please tick appropriate box)			
		To prevent one or more patients leaving the ward			
		To prevent access of others onto the ward			
Time Door Locked		Authorised by:		Expected Duration of Locked Door	
Actions taken prior to locking the door?					Signature / Designation

#### Review Record (minimum daily)

Date							
Time							
Does door still required to be locked? Yes / No							
Signature							
Designation							

Date door unlocked		Time door unlocked	
<b><i>Ensure completed locked door record form scanned and attached to appropriate adverse event on safeguard once door unlocked if applicable.</i></b>			

NHS Ayrshire and Arran Acute would like to thank NHS Forth Valley for their permission to adapt their Locked Door Policy for local use in NHS Ayrshire and Arran Acute Services.