# NHS Lothian discharge checklist: to be completed for all inpatients

## Patient Information
- **Name:**
- **Address:**
- **Date of Birth:**
- **CHI Number:**
- **Next of Kin:**
- **Address:**
- **Contact Number:**

## Discharge Summary on admission/pre admission

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<thead>
<tr>
<th>Description</th>
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<th>n/a</th>
<th>Date</th>
<th>Initial</th>
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<tbody>
<tr>
<td>Relevant Care Provider informed of estimated discharge date</td>
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<tr>
<td>Name: Contact Number:</td>
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<td>Services in the community contacted</td>
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<td>Name: Contact Number:</td>
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<td>Does the patient have an unpaid carer</td>
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<td>Name: Contact Number:</td>
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## Discharge Summary 24/48 hours pre discharge

1. Has the unpaid carer been involved in the discharge process and offered an assessment/training □ Declined □
2. Services in the community contacted
3. Transport (if clinical need) booked ref no: Transport type: 2 Man 1 Man Stretcher Wheelchair
   Number of stairs:
4. DNA CPR form completed
5. Follow-up appointment booked: Transport Ref No:
6. Patient education/information commenced and given
   Please specify education given:
   Products given to patient: Supply: Days
7. Does the patient need referred to Lothian unscheduled care service?

## Discharge Summary 24 hours pre discharge

1. Post care information leaflet given:
2. Discharge letter requested from medical staff/ward round
3. Transport confirmed Ref Number:
4. Is patient applicable for discharge lounge? If yes, inform discharge lounge and complete discharge lounge form □
5. Next of kin informed
6. Discharge letter/Discharge prescription obtained
7. Does the patient require a Medication Administration Record (MAR)?
8. Patient has keys to house? Reason if patient does not have keys:
9. Medication appliance (Dosette Box) required.

## Day of discharge

1. Discharge medication given and explained to patient
2. Patient’s own medication returned
3. Copy of immediate discharge letter given to patient
4. Valuables and patients own belongings returned to patient
5. Peripheral Vascular Cannula removed
6. Patient transferred to discharge lounge
7. Patient Administration System (e.g. TRAK/PIMS) is updated

## Additional Information:
- The patient is ready for discharge: □
- Last SEWS prior to discharge:

## Signatures
- **Signed:**
- **Ward:**
- **Hospital:**
- **Date:** / / 20

# Author: Clinical Policy Advisor
Version: 2.1
Approved by the clinical documentation group
Date of Authorisation: May 2012
Date Uploaded to the intranet: May 2012
Date of Review: May 2015