Ekahau Security Tags in NICU JHCH_NICU_03.11

Ekahau Tags in NICU

<table>
<thead>
<tr>
<th>Sites where Local Guideline applies</th>
<th>Neonatal Intensive Care Unit and Special Care Nursery, JHCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>This Local Guideline applies to:</td>
<td></td>
</tr>
<tr>
<td>1. Adults</td>
<td>No</td>
</tr>
<tr>
<td>2. Children up to 16 years</td>
<td>No</td>
</tr>
<tr>
<td>3. Neonates – less than 29 days</td>
<td>Yes Approval gained from the Children Young People and Families Network on 28/06/2017</td>
</tr>
<tr>
<td>Target audience</td>
<td>All Staff working in JHCH NICU</td>
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<tr>
<td>Description</td>
<td>To provide information to clinicians in NICU/SCN on how to operate and wear the Ekahau security tags to promote personal safety</td>
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</tbody>
</table>

Go to Guideline

Keywords
Ekahau, Security, NICU, JHCH

Document registration number

Replaces existing document? No

Related Legislation, Australian Standard, NSW Ministry of Health Policy Directive or Guideline, National Safety and Quality Health Service Standard (NSQHSS) and/or other, HNE Health Document, Professional Guideline, Code of Practice or Ethics:
- Security HNELHD Pol 14-05
- Protecting People and Property NSW health Policy & Standards for Security Risk Management in NSW Health Agencies June 2013
- Security Services-Notifying JHH Hospital Incident Controller of a Major Incident JHH_JHCH_0082

Prerequisites (if required) N/A

Local Guideline note
This document reflects what is currently regarded as safe and appropriate practice. The guideline section does not replace the need for the application of clinical judgment in respect to each individual patient but the procedure/s require mandatory compliance. If staff believe that the procedure/s should not apply in a particular clinical situation they must seek advice from their unit manager/delegate and document the variance in the patient’s health record.

Position responsible for the Local Guideline and authorised by
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PURPOSE AND RISKS

Note: This is a summary. The main message/s are abbreviated and communicated in this section. WHY: Identify why the document is required, listing the risk/s to patients/staff/organisation. HOW: Briefly list the most important steps in the procedure that can minimise the risks. These risks are minimised by:

1. All Staff in NICU will understand how to test the Ekahau Tags
2. All NICU staff will understand the function of the Ekahau
3. All staff will be able to confidently use the Ekahau tag to summon security assistance when needed.

Risk Category: Safety & Security

GLOSSARY

<table>
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<tr>
<th>Acronym or Term</th>
<th>Definition</th>
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<tr>
<td>RTLS</td>
<td>Real Time Location System</td>
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Introduction

Testing
Battery
Wearing the Tag
Activation
Cleaning

GUIDELINE

Introduction

The Ekahau B4 Wi-Fi tag is part of Ekahau RTLS (Ekahau Real-Time Location System) that consists of Ekahau Wi-Fi tags, 5.x (ERC) software platform and Ekahau Vision (1.7 or 2.0) enduser application. The B4 tags are primarily targeted to be carried by people, but can be attached to any mobile object or asset as well. The Ekahau RTLS Controller software continuously reports the tag's location information such as coordinates and logical areas within the Wi-Fi coverage area.
User Interface

Figure 1

1. Left LED  
2. Safety Switch  
3. Right LED  
4. Blue Button  
5. Menu Button  
6. Red Button  
7. Display  
8. Charging Port
At the commencement of shift an Ekahau tag should be collected from its charging station (figure 2) and signed out using the sign in/out book (Figure 3). A number is located on the back of the Ekahau tag; this is to be used to identify the tag for the sign in/out book.

Figure 2: Ekahau charging station

Figure 3: sign in/out book

TESTING the TAG

When the tag is collected a test should be performed to ensure the tag is working correctly. To perform test hold either RED or BLUE arrow down until beep is sounded and test is shown along the message screen (figure 4). To clear the message on the display screen, press menu button. Evidence of testing should be recorded by ticking the ‘test’ column in the sign in/sign out book.

Figure 4: Test screen
BATTERY

The battery level can be checked by briefly pressing the Menu button. The text will disappear automatically in a few seconds. (Figure 5). To ensure the tag battery is full, please put the tag in to a charger for 4 hours. To remove the charger plug, release the plug by pressing the latches on the plug and pull the plug out. The tag will give a notification when the tag battery is low. Connect the charger and the Right LED will show orange light during the charging. When the tag is fully charged the Right LED will turn green. If the tag battery is completely empty, the tag will automatically turn off. After a charger is connected, the tag will automatically return to its normal function, maintaining last settings.

Figure 5: Battery screen. PLEASE NOTE text is incorrect way; please do not turn around to read as this will activate a security response.

Wearing the Ekahau Tag

The two optimal locations to wear the tag are identified below

ACTIVATING THE TAG

To activate the Ekahau tag to alert staff in the unit and security their presence is required you can either
- Pull safety switch (Figure 6)
- Press either BLUE or RED arrow
- Or if the tag is left on an angle of greater the 60 degrees an alarm will sound.

If the Ekahau tag has been incorrectly been pressed please call security immediately to inform them. If the Ekahau tag has been accidently placed on a greater than 60 degree angle, an indication beep is given. You have 10 seconds to clear the call before security is notified. To clear the alarm PRESS THE MENU BUTTON.

If an Ekahau tag has been set off all tags will be notified and the following messages will come up on the screen in the below sequence.

![Safety Switch Activated Location Update](safety-switch-activated-location-update.png)

**Safety Switch Activated Location Update**

If the safety switch is pulled out from its original position, the tag will update its location to security with the Safety Switch flag. If the location update is not successful, the tag will retry until the successful update. The Safety Switch can be used to send alerts to personnel via Ekahau Vision when the switch is pulled out.
There are two ways to exit from the Message reading screen:

- Press the Menu button to either delete the message or to go back to Messages menu where you can read all the messages in the tag
- Press and hold the Menu button to exit from the tag's menus

You can read the saved standard messages as follows:

1. Press and hold the Menu button to enter the tag's Main menu
2. Browse to **Messages** menu with the Blue or Red button and press the Menu button to enter
3. Use Blue or Red button to browse to the message you want to read and press the Menu button to read it

To delete a standard message, follow the instruction explained above to first access the message reading screen and then do following:

1. Press the Menu button
2. Browse to **Delete** and press the Menu button to delete the message
3. After the delete, you will get back to the **Messages** menu where you can continue reading/deleting messages or go back to the Main menu.

You can exit from the tag's menus by pressing and holding the Menu button.

**CLEANING**

Each Ekahau tag should be cleaned with a neutral cleaning wipe at the completion of each shift prior to returning to the charging station.

**REFERENCES**


**STAFF PREPARATION**

It is mandatory for staff to follow relevant: “Five moments of hand hygiene”, infection control, moving safely/safe manual handling, documentation practices and to use HAIDET for patient/carer communication: Hand hygiene **Acknowledge**, **Introduce**, **Duration**, **Explanation**, **Thank you** or closing comment.

**IMPLEMENTATION, MONITORING COMPLIANCE AND AUDIT**

The level of implementation, monitoring or compliance and audit will be based on the risk rating of the document. Owners/developers must detail how:

1. This document will be communicated and implemented via the HUB and placed on the PPG
2. Resources, education and training will be provided by Education team and CNS group

**FEEDBACK**

Any feedback on this document should be sent to the Contact Officer listed on the front page.

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