

## Standard Operating Procedure

### Smoke Free – Patients and Visitors Procedure

#### Relevant to:

To all patients and visitors

#### Purpose of SOP:

As of 17 October 2016, Medway NHS Foundation Trust is a smoke-free site. The decision to become smoke-free has been taken because smoking has a significant negative impact on people's health – both those people who smoke and who are passive smokers. Becoming smoke-free means a better environment for all users of the site – patients, visitors and staff.

This document is designed to provide guidance to patients and visitors on how the smoke-free policy is implemented.

#### Overview:

**Under the policy, smoking is prohibited everywhere on the hospital grounds. There is plenty of information and support available for patients. However, blatant or continuous non-compliance with this policy may lead to patients and their visitors being asked to leave the premises.**

#### Where is smoking prohibited:

Patients and visitors must not smoke

- Anywhere in the hospital buildings, grounds and car parks
- In their cars whilst parked within the Trust's grounds and car parks.

Patients and visitors are asked to be respectful of local residents and their property if they choose to smoke off-site.

#### Before coming to hospital:

**Patients and visitors will be informed through their appointment letter that the Trust has a smoke-free policy.** When they come to a pre-assessment clinic, in advance of having surgery, staff will inform them that smoking is prohibited on the Trust premises and given a leaflet about the Trust's smoke-free policy.

Information leaflets about the Trust smoke-free policy and the Medway Stop Smoking Service are provided via the concierge situated at the front desk.

#### E-cigarettes (Vaping):

The Trust does not encourage the use of e-cigarettes but acknowledges their potential to help people quit smoking. The use of e-cigarettes is therefore permitted on the site, but not within the buildings, by any of the entrances or along the front of the building.

## Standard Operating Procedure

### Smoke Free – Patients and Visitors Procedure

#### Support for smokers:

- During your first planned visit to the hospital a member of staff will ask you if you smoke.
- Upon admission to the hospital you will be asked your smoking status.
- If you are a smoker, you will be offered a referral to the Medway Stop Smoking Service and receive reassurance that we are here to support you to stop smoking.
- Nicotine replacement therapy (NRT) will be discussed with you.
- You will be provided with a patient information leaflet.
- If you decide to leave the ward to smoke offsite:
  - You will be strongly advised against this and if you are receiving NRT the dosage/method will be reviewed
  - You will be checked in and out of the ward as usual
  - Staff will be unable to accompany you off site
  - We ask that you are respectful of local residents and their property if you choose to smoke off-site.

#### *On-site Adviser*

A part time adviser (18.5 hours) will be on site at the hospital. The role of the adviser will be to see patients interested in quitting or needing advice on using NRT on a one-to-one basis. Patients and visitor can call the adviser on 07535 710329.

#### *Nominated Smoking Cessation Leads*

Each ward is to have a nominated smoking cessation lead who will be responsible for advising staff and patients on smoking cessation issues including appropriate use of NRT.

#### Home visits:

When care is offered to you in your own home, a request will be made to provide a smoke free environment whilst a visit is taking place.

As home visits are planned events, the Healthcare practitioner should contact the patient informing them of the appointment time and request that the patient and their family refrains from smoking one hour before the visit. If the patient refuses they will not be offered treatment in their home

#### Protecting our staff:

If you are abusive to our staff you will be asked to leave the premises and grounds and an incident form will be completed. We will start to follow our Violence and Aggression Policy and Procedures. This may result in you only being able to receive emergency treatment.

## Standard Operating Procedure Smoke Free – Patients and Visitors Procedure

### Implications of not following procedure

Blatant or continuous non-compliance of this policy may lead to you being asked to leave the premises.

### Useful Contacts:

Medway Stop Smoking Services 0800 2346805 or mobile phone 07535710329

### Monitoring the Process:

See policy

### National Definitions:

### Reference Material & Associated Documents:

Smoke-Free Policy – POLCS011

Smoke Free Patient Information Leaflet

### Approval Signatures:

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