Policy · DAY-POL-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 6.4

At a glance

- Every day-case patient leaves with an adult escort.
- The escort is confirmed before the day of surgery.
- Written discharge advice is given to the patient and the escort.
- The advice covers the warning signs and who to call.
- Stop and get help straight away if: a patient leaves day surgery with no escort, or with no written advice.

1. Purpose

To make sure no patient goes home after anaesthesia alone, and that they know what to watch for (6.4).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

A patient who goes home alone after anaesthesia can collapse without anyone to help. An adult escort at discharge, and written advice, is the simplest protection.

5. Responsibilities

Role	Responsibility	Competence
Lead nurse	Confirms the escort and gives the advice	Nurse
Anaesthetist	Confirms the discharge criteria are met	Clinician

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Confirm escort.

- Confirm the adult escort at booking and again on the day, and record the name.

Key point: Named, confirmed twice.

Step 2. Discharge.

- Check the discharge criteria are met (DAY-FRM-002) before the patient leaves.

Key point: Criteria before discharge.

Step 3. Advise.

- Give the written advice to the patient and escort, with the warning signs and a contact number.

Key point: In writing, to both.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Discharges with escort recorded	100%	Monthly	Lead nurse	Escalate to clinical director
Discharges with written advice	100%	Monthly	Lead nurse	Escalate to clinical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
DAY-FRM-002	Discharge and escort record	Record
HOS-FRM-008	Discharge aftercare plan	Aftercare

17. Evidence

Reference	Note
E-009	Based on the WHO Safe Surgery Saves Lives guidelines (2008).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- Aftercare & Follow-up: Standards for Safe Discharge (H-06)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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