

Homes for the Aged Regulations

Table of Contents

1 Citation

2 Definitions

3 Licence and fee

4 Notification of change of licensee's address, etc.

5 Provision of facilities and services

6 Licensee to comply with conditions

7 Medical examination of staff

8 First-aid facilities

9 Fire precautions

10 Emergency information

11 Licensee to inquire into any complaint of abuse of resident

12 Notification of death, illness or accident

13 Records

14 Log-book

15 Penalty

THE SCHEDULE

Legislative History

HOMES FOR THE AGED ACT
(CHAPTER 126A, SECTION 20(1))

HOMES FOR THE AGED REGULATIONS

Rg 1

REVISED EDITION 1990

(25th March 1992)

[1st February 1989]

Citation

1. These Regulations may be cited as the Homes for the Aged Regulations.

Definitions

2. In these Regulations, unless the context otherwise requires —

“care person” means a guardian, family member, relative or friend of the resident;

“care staff” means an assistant nurse, nursing aide, attendant or helper employed by the licensee to work in the home;

“home” means a home for the aged;

“infectious disease” means any of the diseases set out in the First Schedule of the Infectious Diseases Act (Cap. 137);

“staff” means any person appointed by the licensee to act on his behalf in the management of the home and any other person employed by the licensee to work in the home;

“medical practitioner” means any person who is registered as a medical practitioner under the Medical Registration Act (Cap. 174);

“nurse” means a nurse registered or enrolled under the Nurses and Midwives Act (Cap. 209).

Licence and fee

- 3.—(1) Every licence issued by the Director shall be in such form as the Director may determine.

(2) The fee payable for a licence shall be \$400 except that the fee payable for a licence by a charity as defined in the Charities Act (Cap. 37) shall be \$12.

Notification of change of licensee's address, etc.

4.—(1) The licensee shall notify the Director —

- (a) of any change of the licensee's address within 14 days of such change; and
- (b) of any change in the fees and charges payable by residents.

(2) Where the licensee is a body corporate, any officer holding a managerial or an executive position shall notify the Director of any change in the composition of the board of directors or committee or board of trustees or other governing body of the body corporate within 14 days of such change.

Provision of facilities and services

5. The licensee shall —

- (a) provide recreational facilities for residents;
- (b) provide, where necessary, occupational therapy and physiotherapy for residents;
- (c) provide a counselling service for residents;
- (d) provide suitable facilities for visits to the home by care persons and encourage care persons to maintain regular contacts with residents;
- (e) provide every resident with a locker or storage space of such size as is sufficient to contain the personal effects, such as clothing, of the resident;
- (f) provide every resident with a bed space of not less than 3.5 square metres and the distance between the beds shall not be less than one metre to facilitate wheelchair movement and the placement of a screen around a bed whenever required;
- (g) put up a written menu for meals for residents and provide suitable and properly prepared food for the residents;
- (h) employ suitably qualified and competent care staff and nurses in numbers which shall be determined by the Director having regard to the number, age, sex and condition of residents; and
- (i) make arrangements for residents to receive, where necessary, medical services from a medical practitioner.

Licensee to comply with conditions

6. Every licensee shall comply with the conditions set out in the Schedule.

Medical examination of staff

7.—(1) No person shall be employed by the licensee to work in the home unless that person has undergone a medical examination, including a chest X-ray, and has been certified by a medical practitioner to be free from infectious diseases.

(2) The licensee shall require all staff handling food in the home to be screened for cholera, tuberculosis and typhoid once a year and vaccinated against typhoid once in 3 years.

First-aid facilities

8.—(1) The licensee shall ensure that the home has a first-aid kit for emergency treatment which shall be kept in an accessible and safe place in the home.

(2) The licensee shall make arrangements for training of staff, who are not nurses, in first-aid by the Singapore Red Cross Society or St. John Ambulance Brigade and shall ensure that at least one member of the staff holds a certificate issued by the Singapore Red Cross Society or St. John Ambulance Brigade on successful completion of the training.

Fire precautions

9.—(1) The licensee shall take adequate precautions against the risk of fire including —

- (a) provision of adequate means of escape in the event of fire and ensuring that all fire escape passages and staircases are clear of obstruction at all times;
- (b) making adequate arrangements for detecting, containing and extinguishing fire, for the giving of warnings and for the evacuation of all persons in the home in the event of fire;
- (c) maintenance of fire precautions and fire fighting equipment; and
- (d) making arrangements to secure by means of fire drills and practices that staff in the home and, so far as practicable, residents know the procedure to be followed in the case of fire including the procedure for saving life.

(2) The licensee shall —

- (a) conduct a fire drill at least once every 6 months and maintain a record of all fire drills; and
- (b) display conspicuously in the home notices of the procedure to be followed in the event of fire.

[S 538/91 wef 06/12/1991]

Emergency information

10.—(1) Every home shall have a list of emergency telephone numbers which is readily available to the staff including the telephone numbers of —

- (a) the fire service;
- (b) the ambulance services; and
- (c) the police department.

(2) The home shall also have readily available to the staff —

- (a) the home address and address of place of work and the telephone numbers of each resident's care person; and
- (b) any special medical information provided by the resident's care person or doctor.

Licensee to inquire into any complaint of abuse of resident

11.—(1) The licensee shall forthwith inquire into any complaint of an abuse of any resident and shall report its findings to the Director as expeditiously as may be reasonably expected of it but in any case not later than two weeks after the complaint.

(2) No member of the staff shall strike, shake, shove or spank any resident or inflict any other form of physical violence on the resident.

Notification of death, illness or accident

12.—(1) When a resident is ill or has an accident the licensee shall forthwith —

- (a) arrange for the resident to receive medical attention;
- (b) notify the care person of the resident; and
- (c) record the accident or illness in the daily log-book maintained under regulation 14.

(2) The licensee shall notify the police forthwith of the death of any resident.

Records

13.—(1) The licensee shall maintain an admissions register and a resident's casefile.

(2) The admissions register shall have numbered pages in which the following particulars of each resident shall be recorded —

- (a) Resident's record: