**ALLOCATION SHEET**

**MORNING SHIFT (Timings)**

**Date: Day:**

**Shift Leader:** Responsible to call 999 in case of an emergency

**Activity Coordinator:** Responsible for activities

**Assertive outreach**: Responsible for morning drinks, Toileting , Kitchen

**Bed changes:** [Residents names]

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| **8u8Shift Leader:** | **Actions** | **Completed by Signature** |
| Key worker for | [Residents names] |  |
| Responsibilities | **Please answer the nurse call**  **DO NOT LEAVE IT TO RING FOR MORE THAN 5 TIMES, DELEGATE THE JOB TO YOUR COLLEAGUE WHO IS RESPONSIBLE FOR THE PERSON CALLING** |  |
| Personal care | Resident Name |  |
| Medication | Start administering medication at 8:00 |  |
| Kitchen | Wash up before and after breakfast |  |
| District Nurse visits | Record in residents notes |  |
| Laundry | Place Unit 1 washing in the washing machine, dry and fold clothes |  |
| Break | 10:00-10:30 AM |  |
| Bed rest | Residents names |  |
| **Activity coordinator :** | **Actions** | **Completed by Signature** |
| Key worker for | Residents names |  |
| Personal Care | Residents names |  |
| Temperature | Check all residents temperature at 10:00 |  |
| Mop the lounge floor in Unit 1 | Use blue bucket and place wet floor yellow sign during cleaning |  |
| Collect and empty clinical waste bins (PPE) | Dispose in clinical waste bin outside |  |
| Activities- ball games/mini golf/puzzles/quiz/armchair exercises | 10:30 Fall prevention exercises |  |
| Break | 11:00-11:30 AM |  |
| Meal times | Assist Resident names with meal at 11:30 AM |  |
| **Assertive Outreach person:** | **Actions** | **Completed by Signature** |
| Keyworker for | Residents names |  |
| Breakfast at 7:00 AM | Take breakfast to all residents in bedrooms |  |
| Personal Care | Resident names |  |
| Morning/Nutritious drinks (see recipes in the kitchen) | Prepare nutritious drinks at 10:00 AM |  |
| Break | 10:30-11:00 AM |  |
| Toileting | Resident names |  |
| Kitchen | Collect used plates and bowls  Wipe and disinfect lunch time table  Washing up at lunch  Clean kitchen  Mop floor  Dry floor |  |
| Bed rest | Resident names |  |