**Night Shift Allocation Sheet**

**Staff on shift name :**

**Date: Day:**

**Shift leader**- It is the shift leader responsibilities to call 999

**PLACE TROLLEY OUTSIDE FOR MILK AND BREAD DELIVERY EVERY SUNDAY, TUESDAY AND THURSDAY EVENING**

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| --- | --- | --- | --- |
| **NIGHT SHIFT 8PM-8AM**  **Break** 23:30-00:30 | **Staff Name** | **Staff Signature** | **Audited** |
| Health and Safety: Check all doors and windows are locked, switch off all electrical appliances e.g. kettles, TV, fans, lights in kitchen, dining room |  |  |  |
| Ensure all Christmas lights are turned off |  |  |  |
| Read handover notes on iPod. Take handover from day shift regarding: residents skin integrity. Check residents as per iPod plan care day |  |  |  |
| Check sensor mats |  |  |  |
| Supper drinks |  |  |  |
| Check all residents in their room and allocate/priorities resident’s needs toilet if needed |  |  |  |
| Assist residents in the lounge to go to bed |  |  |  |
| Do hourly checks alternately with other night staff to all residents in units check their pad, if they are asleep, if they need reassurance, record on iPod accordingly. |  |  |  |
| Medication administration at 21:00 |  |  |  |
| Check temperature in the medication cupboard at 22:00 and 6:00 AM and record on the list on the wall. Temperature should be below +25C. Report to manager if temperature is above 25C - Ventilate the cupboard in this case (open the door until temperature lowered) |  |  |  |
| Remove cushions and wipe/clean/disinfect all chairs in lounge areas, do the same in visitors Pods |  |  |  |
| Mop all lounge floors with blue mop and bucket |  |  |  |
| Mop and sanitize communal toilet and lift |  |  |  |
| Sanitize all door handles and key pads(hard surfaces) |  |  |  |
| Reposition residents with support worker |  |  |  |
| Toilet residents |  |  |  |
| Prepare all breakfast trays USE BREAKFAST LIST FOR GUIDANCE [Breakfast list Location] |  |  |  |
| Clean both fridges in Unit 1 every Tuesday (check items for expiry dates and dispose of it out of date, Clean both fridges in Unit 2 every Wednesday check an item for expiry dates and dispose of it out of date) |  |  |  |
| Change Calendar and Activity Board |  |  |  |
| Assist Residents to get up and personal care and prepare the breakfast and record all the interventions on the iPod |  |  |  |
| Leave all bedrooms and bathrooms clean and tidy, place toilet rolls and gloves in the bathroom, leave towels and flannels neat. Report any faults with bed.Bring |  |  |  |
| Laundry down and empty yellow bins. |  |  |  |

* Support worker will please assists other units with repositioning residents and standing hoist transfers.