**The Legend House**

**Supernumerary Allocation Sheet**

**Person-in-charge:** Support to call 999 in case of emergency. **Day:**  **Date:**

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| **Actions** | **Completed by Signature** |
| Skin integrity handover from night staff at 7 am |  |
| Check night allocation sheet signatures |  |
| Prepare homemade milkshake + peanut butter sandwich |  |
| Check red appointment book located in reception.-Book the hospital transport (phone number) if any due-Cross check medication chart against the Hospital pack before printing.-Print the Hospital pack if resident is attending the appointment.-Make sure the resident is looking presentable. |  |
| Visits-Check visitors book-Make sure the rooms are clean ask (cleaning staff name)-Clothes in wardrobe are stored well ask shift leader of the unit. |  |
| Check morning and afternoon allocation sheet signatures from yesterday |  |
| Personal care help -Assisting with hoist to ensure smooth working in the units |  |
| Bed changes for the day-Complete a check-See the allocation sheet |  |
| Skin integrity handover from day staff at 10:30am |  |
| MUST do actions audit on PCS |  |
| Weight monitoring normally on **Tuesday** |  |
| Fluid watch supervision in case fluids under 1.5l |  |
| Care planning-Check the keyworker and encourage/empower them to the review |  |
| Check supper recordings from the day before |  |
| Activities at 10:30 am and 3pm **Must** |  |
| **Saturday** (AUDIT DAY)-CD cupboard audit- Fridge and Freezer temperature audit-Tumble dryer audit-Daily Environmental round auditCommunal areas temperature audit |  |
| **Thursday** - Make sure (staff name) clean all kitchens Thoroughly. |  |
| Lounge areas are cleaned and moped after meals audit daily |  |
| Look for soft signs e.g. sleepy,feeling sick,cough,reduced appetite,reduced mobility, cold or hot to touch ,change in behaviour-Signs for UTI-Signs for Chest infection-Signs for skin infection |  |
| Handover/Comments (Plans for tomorrow, any due actions to be completed, etc) |  |

Important numbers : Hospital (Landline number), Medical Centre (Telephone ,opening and closing times), District nurses (Telephone number)