

## MEDICAL INFORMATION SHORT BREAKS RESPITE CARE

- At each stay the parents need to update the respite carers with any changes or significant events, that have occurred since the child's last stay and any appointments due during the stay.
- The respite carers need to make sure the parents know of any significant incidents during the stay and what the child has done. A verbal report should be made on collection of the child or telephone calls made if transport is via the school.
- Medication should arrive in drug bottles or containers issued and labelled by the chemist, with the correct amount of medication needed for the stay. Carers must administer this amount of medication unless the prescribing doctor agrees the change of medication in writing. **Please let the carers/parents know the time that you last administered any medication that is taken regularly.**
- Carers should complete the Record of Medication administered or the clinical procedures form and retain it.
- Parents need to supply appropriate and adequate clothes and toiletries that will be needed during the child's stay. A special toy or comforter may help settle the child or young person.
- Parents should make sure that carers know how to contact them during the child's stay if they are to be away from home
- Carers should regularly take photos or keep mementoes for the young person to have; recording positive memories of their time with their Short Break Family.

Please supply any updated information that the carer will need to know about in order to care for your child during their respite stay.

Medication Update


Clinical Procedures Update

Dietary information

Any changes in the care routine

Family changes

### **CHANGES TO CLINIC/HOSPITAL/DOCTOR CONTACT**

Name
Phone Number 

### **CLINICAL PROCEDURES (e.g. tube feeding)**

I understand that the carer has been trained in the following procedure by:-	
Type of procedure	
Date of training	

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