This checklist is to be completed by the On Duty Support Worker, when a Participant exits Respite, ticking the box on the right when task completed.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Assist Participant in packing all belongings  Taking particular care to check the following:   * Bedside table (all drawers) * Wardrobe * Bathroom |  |
| Change Participants bedding, washing sheets, pillowcase and towels.  Remake bed, with clean linen, ensuring bedroom is left clean and tidy for the next Participant. |  |
| Check out Participants medication /Participant treatment form  Ensure all medications/containers are packed, checking against the Participant Entry List.   1. ……………………………………………………… 2. ……………………………………………………… 3. ……………………………………………………… 4. ……………………………………………………… 5. ……………………………………………………… |  |
| Individual daily Communication Book into the Participants luggage |  |
| Check out Participants money and place into Participants luggage  Money checked and balanced |  |
| Pack any special items the Participant brought in. Books, puzzles, toys, games.   1. ……………………………………………………….. 2. ……………………………………………………….. 3. ……………………………………………………….. 4. ……………………………………………………….. 5. ……………………………………………………….. |  |
| When exiting on a day that Kyeema is not open, all of the above items are to be given to the Carer or Breakaway Day worker. |  |

**Support Worker Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_