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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Assist Participant in packing all belongingsTaking 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 formEnsure 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 luggageMoney 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_