

Company Name: Integrative Supported Living Care

<b>Policy No: 03-1501</b>	<b>Authorised: Pellagia Margolis</b>	<b>Date: 15/01/2020</b>
<b>RECORDS MAINTAINED AT THE SERVICE USER'S HOME</b>		

*This Policy defines the sets of records which are required to be kept at the service user's home:*

1. Records which are generated as a result of daily care duties must be maintained in a safe and secure location in accordance with the requirements of *Policy No 1500 ("Control of Records & Service Users' Access to Personal Files")*. However, some of these records are to be kept at the service user's home for the benefit of Care Workers, Live-in Workers and Support Workers, though copies will be retained at the Organisation's offices. These records will include the following:
  - Time sheets showing date, time and duration of EACH staff member's visit to the service user's home;
  - Details of services provided on each visit, and any significant occurrences relevant to these services;
  - Details of any prescribed medication collected on behalf of the service user;
  - Assistance with medication, including times and dosages taken, and any significant occurrences;
  - Any requests for specialist help needed in areas of medical and personal care;
  - Any observed changes in the service user's perceived health, mental state, physical condition;
  - Accidents / injuries to the service user or any member of the Organisation's staff while at the home;
  - Any untoward event meriting concern (e.g. suspected gas leaks, pest infestation etc);
  - All financial transactions undertaken on behalf of the service user, together with receipts where appropriate;
  
2. These records will be kept in a location agreed with the service user / advocate that is safe and secure but is still accessible by the service user / advocate. *The right of the service user and his / her advocate or family representative to inspect and annotate his / her Care Records is addressed in Policy No 1500.*
  
3. Records will be kept at the service user's home for a period of *one month*. Following this, WITH THE SERVICE USER'S PERMISSION, the records will be transferred to the Organisation's offices for safe keeping.
  
4. If a service user declines to have any records kept at his / her home, the Organisation will request that the service user / advocate signs a statement to this effect, a copy of which will be given to the service user and another kept in the service user's file at the Organisation's offices.

**FORMS REFERENCES:**

Form No: 1-500    Records Log  
 Form No: 1-501    Log of Archived Records