

Appendix 4 - Care Log

Care Log

Where an Individual Support Plan (young people) or Personal Care Plan (adults) is in place, this Care Log must be used to record care and medication give. It should also be recorded to record any changes to the care or support plan. If there are any concerns or observations including around any unusual emotional or behavioural responses, these should also be recorded in the Care Log.

This is part of the collaborative approach and designed to support ongoing open conversations. This log should be shared with parents/carers of the young person or the adult receiving care.

The information will be treated as confidential.

| Name of Person Receiving Care | |
|--------------------------------|--|
| Name of Parent/Carer (if young | |
| person) | |
| Designated Carer | |
| Nominated Person | |

Complete where appropriate

| Date | Care | Given | (including | Planned | or | Notes | (including | observations | or | Initials |
|------|-------------|-------|------------|---------|-----------|-------|------------|--------------|----|----------|
| | medication) | | unplanned | | concerns) | | | | | |
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| Date | Care | Given | (including | Planned | or | Notes | (including | observations | or | Initials |
|------|------------|-------|------------|-----------|----|-----------|------------|--------------|----|----------|
| | medication | n) | | unplanned | | concerns) | | | | |
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Any Changes to the Plan (use this section for review)

Views of individual and/or their carer:

What changes are required:

Discussion with parents/carers (if young person) or adult:

Confirmation of agreement from parents/carers (if young person) or adult:

Observations and/or Concerns

Discussion with parents/carers (if young person) or adult (note any changes to the Plan above):

| Signatories | | | | | | | |
|----------------------------------|--|------|--|--|--|--|--|
| Volunteer | | Date | | | | | |
| Designated Carer | | Date | | | | | |
| Carer or Responsible Adult | | Date | | | | | |
| GSL/DESC/Network Commissioner | | Date | | | | | |

GDPR Note for Commissioners: We take personal data privacy seriously and we have a duty of care around the information contained within this form. The data shared in this form is to be securely stored (in secure online storage and/or as paper based records in locked cabinets). Where the data is no longer required it should be securely destroyed. For further detail please visit our Data Protection Policy here.