

# Acute Training Solutions

## Recording & Report Writing - The daily log

### Trainer Notes: Where does the information go?

#### Objective

The aim of this module is to identify where information is recorded. Learners are presented with a wide variety of pieces of information, and are asked to identify where those records would be made in their own systems.

Timing: Allow 25 minutes for this exercise.

#### Materials you will need:

- Exercise sheet Where does the information go?
- 2A is for groups working with older people
- 2B is for groups working with children
- Pens

### Trainer's guidelines

#### Step 1: allow 5 minutes

Introduce the exercise and then divide the participants into groups of three or four. Give each group a copy of the appropriate exercise sheet, and ask each group to discuss where each item of information on the sheet, would be recorded in their own systems.

#### Step 2: allow 10 minutes

Each group works through the appropriate exercise.

#### Step 3: allow 10 minutes

The trainer takes each item of information from the sheet in turn, and asks groups where they would record it. Where there are differences between participants, discuss what they are, and why and how they arise. Review the discussion in terms of the principles of good recording systems. Is information being recorded without unnecessary duplication? Is confidentiality being respected?

**Older people in residential care: The daily log - Ted Hinks**

Day:	Ted seemed a bit out of sorts
Night:	Ted had a night-time drink of Horlicks at about 10pm washed and got into bed. He had a restless night.
Day:	Ted provoked an argument with Lionel during the morning. He was rude to care staff when they tried to help and refused to come to the dining room for his meals. He ate in his room
Night:	Ted went to bed early and would not take his medication. He was up half the night trying pee.
Day:	Ted has been complaining of feeling unwell and has stayed in bed all day. He is probably still feeling angry from yesterday.
Night:	Ted was very difficult and unreasonable during the night. He kept on pressing the buzzer to complain about Mrs Hodges who has been very poorly and whose coughing has kept him awake.
Day:	Ted was complaining of pain in his abdomen and demanded to see the doctor. Dr Ellis called this morning and couldn't find much wrong with him. Dr Ellis thinks it might possibly be a UTI. Please collect a MSU
Night:	Ted imagines there is something seriously wrong with him. I told him he really would make himself ill if he went on like this.
Day:	Ted's attention seeking behaviour is becoming more of a problem. He is increasingly uncooperative and aggressive. He insists he is in pain and too ill to get up although he is still eating very well and does not seem very poorly.
Night:	Ted has been lying awake for hours. He fell out of bed at 5am
Day:	Ted was seen by the doctor. He couldn't find anything wrong with him.
Night:	I went into Ted during the night and found he was plastered. It took me ages to clear him up.

**Older people in home care: The daily log - Mr Kolinski**

a.m.:	Assisted Mr Kolinski to wash and dress. Made him breakfast.
p.m.:	Mr Kolinski seemed tired and was ready to go to bed at 10pm.
a.m.:	Mr Kolinski usual self.
p.m.:	Mr Kolinski said he hadn't eaten his lunch but he does get forgetful.
a.m.:	Mr Kolinski has had a bad night. I left him some breakfast.
p.m.:	Mr Kolinski said he was constipated. I told him not to worry.
a.m.:	Mr Kolinski refused to get up or eat anything and became very abusive when I suggested phoning his daughter. He wanted me to call the doctor.
p.m.:	Mr Kolinski was very bad tempered. He started going on in Polish so I wouldn't understand him. His daughter had got the prescription but he made out the medication made him feel sick although he's had it before without complications..
a.m.:	Mr Kolinski is still being very difficult pretending he doesn't understand me and is making things worse by not taking his medicine. I left him some breakfast but I don't think he is going to eat it.
p.m.:	Mr Kolinski said he hasn't eaten anything again but I think he'd be a lot worse by now if he hadn't.
a.m.:	Mr Kolinski seemed confused and would not speak to me although he did eat something and took his medicine without any more fuss.
p.m.:	I found Mr Kolinski on the floor in the bathroom and called him an ambulance.

**Children and young people in residential care: The daily log - Sam Babylon**

Friday:	
evening	Sam came home from school in foul mood. She refused to eat any dinner and spent the evening in her room
night	Sam was complaining she couldn't sleep
Saturday:	
morning	Sam had an argument with Laura after breakfast. Laura ended up crying. She watched TV and then went out.
evening	Sam hasn't returned
night	Sam came back at 2am and was very mouthy. She said she'd missed the bus home.
Sunday:	
morning	Sam laid in bed all morning and got up at lunch time. She said she had a headache and was given pain killers
evening	Sam still complaining of a headache and feeling unwell. She went to bed early.
night	Sam very restless.
Monday:	
morning	Sam refused to go to school saying she didn't feel well although she still wanted breakfast
evening	Sam very hostile all evening
night	Sam had a nightmare
Tuesday:	
morning	Sam still refusing to go to school complaining of stomach pains. Appointment made with doctor for Wednesday.
evening	Sam spent a long time on the phone and was very abusive when Jane wanted to use it and insisted on staying by the phone until it was free. John warned Sam that the phone was for everyone's use.
night	Sam had a drink of hot chocolate at 10pm, had a warm shower and got ready for bed at 11:30pm. She was still awake at 2am, she seemed to be worried about something.

**Learning and physical disabilities in residential care: The daily log - Anne Cox**

Day:	Anne has been playing up all day shouting and screaming for no reason. The other residents were really fed up.
Night:	Anne had a fitful night.
Day:	Anne was very subdued probably tired after yesterday. Her mother called and started to complain again about Anne putting on weight. She is always so negative saying how much better the care home was in Scotland before they more down south.
Night:	Anne eventually settled after keeping everyone awake half the night.
Day:	Anne ate a good breakfast and was taken for a walk to the park. The wheels on the wheelchair seem to be catching on something and making it difficult to push. Anne enjoyed her lunch. She became excitable when Dominic and Les started messing about around and she made herself sick. It went all over the place.
Night:	Anne puked up again in the night.
Day:	Dr Griffiths was called and thinks Anne has a stomach bug. He said to keep her off food and only give her liquids for twenty four hours. If she is sick again after that he wants to see her again. Anne has been very challenging with staff all day.
Night:	Anne is unwilling to go to bed. She deliberately made it awkward for staff to move her and Theresa pulled her back.
Day:	Anne had some lunch and seemed ok. She started screaming again when Dominic and Les came back from their trip into town. She wants to be centre of attention all the time and hates it when anyone else is around.
Night:	Anne slept for once.
Day:	Anne was difficult this morning. She was taken to toilet after lunch became very aggressive with staff and fell on the floor.
Night:	