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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **VISIT RECORDS FOR –** | | | | | | | | |  | |
|  | | P/C Offered | Personal  Care (Accepted/  Declined) | Teeth cleaned | Food offered | Diet Details | Domestic tasks: | Left with Alarm | Comments ↓ |
| **Visit Details ↓** | | **Tick to show you have offered P/C** | **Record what P/C you have done i.e. shower, bed bath** | **Tick to say you have done this** | **Tick to say you have done this** | **Record what food and drink you have given or prepared** | **Record what cleaning you have done i.e dishes or emptied bins** | **Tick to say you have checked the client has their alarm** | **Write what you have done in the visit.**  **MAKE SURE YOU WRITE THIS AFTER YOU HAVE COMPLETED TASKS NEVER BEFORE.** | Carer 1: | Carer 2: |
| Day: Today | | Signature |  |
| Date: Date | | Print name |  |
| Arrival time: Time in | | Client Signature ↓ | |
| Departure time: Time out | |  | |

**Points to remember:**

1. Remember to fill in the MAR charts, cream sheets, food diaries and other paperwork for that particular client.
2. Remember if a client declines their medication you still need to fill in the MAR chart with a code.
3. Remember that the 1st of the Month needs all new sheets – New Cream sheets, New MAR, New visit records sheets.