



St Omer



# On Admission

On or before admission there are several administrative tasks we need to perform and a few that we would ask you to undertake, or be prepared for. We have written this on the assumption that the Resident will be accompanied on admission; if this is not the case please ensure that Jo or Rachel are aware beforehand.

If you are to be our Resident we apologise in advance for the rather impersonal way in which this is worded.

## 1. INVENTORY & CLOTHING

On admission we make an Inventory of all personal possessions. We would request that all clothing is clearly marked. Jo or Rachel can give information about a labelling system which has proved effective and is not removed in the laundry. If you buy or bring in additional clothing and/or possessions, or take others away, please ensure you ask one of the staff to update the Inventory.

## 2. CARE PLAN

On admission we will prepare (or will have already prepared) an initial plan of care. It is often useful (and especially for those Residents with poor memories) if you could be present (with the Resident's permission) to ensure that the initial plan of care is as complete and accurate as possible.

## 3. INFORMATION

On, or before, admission there is some essential information that we will require. We must know who the Resident's GP is, together with the details and contact information of the GP's surgery. We must also have the name and contact details of at least one person in case of an emergency.

## 4. MEDICATION

Please ensure you bring in all the Resident's medication in the original packing or blister pack. Please do not, on any account, remove medication and put it in a different container as we will be

unable to accept this. If available, please bring in the Resident's last repeat prescription form.

## 5. RESUSCITATION

If you are aware that the Resident has expressed a wish NOT to be resuscitated it is essential that you contact the Resident's GP beforehand to get a Treatment Escalation Plan (TEP) completed. The GP should register this request on the Adastral System to which all NHS locations have access. The original document will be kept by us, and will accompany the Resident on any admission to hospital. Alternatively, you may wish to prepare an Advance Decision to Refuse Treatment (ADRT).

## 6. QUESTIONS or CONCERNS

We hope that we are always able to provide you with the information you need, when you need it, but on occasions you might ask a question or have a concern that we are unable to satisfy immediately. Jo Day is not only an owner of St Omer but is also the Registered Manager, supported by a Deputy Manager and Head of Care. If any of the staff are unable to answer a question or respond to a concern please ask for one of the above. If they are not available one of them will contact you as soon as possible.