

RESIDENT GOING AWAY CHECKLIST

Resident's name:	
Date leaving & approximate time:	
Visiting location:	
Collected by:	
Date returning:	
Returned by:	
Staying/Residing with:	
Staying/Residing address:	
Contact number:	
MEDICATION CHECKLIST	COMMENTS
Medication	
Summary Chart	
BGL Equipment	
MONEY	COMMENTS
Money allocated/given	
Cigarettes/Tobacco	
ITEMS	COMMENTS
Overnight bag	
Underwear	
Bras	
Pants	
Skirt	
Tops	
T-shirts	
Socks	
Nightie	
PJs	
Dressing gown	
Slippers	
Shoes	
Sneakers	
Toiletry bag	
Shampoo	
Conditioner	
Moisturiser	
Perfume	
Aftershave	
Shaving cream	
Razor	
Deodorant	
Brush/Comb	
Toothbrush	

Toothpaste		
Steradent/Polident		
ID CARDS		COMMENTS
Medicare Card		
Pension Card		
Companion Card		
Taxi Subsidy Card		
EXTRA ITEMS		

Staff Procedures Resident

- Get in touch with family/friends/Case Worker and other necessary contacts for all details.
- Contact their GP/Doctor to advise of Medication required for the set period away. (Sign appropriate forms)
- Contact Pharmacist to arrange the Meds if extra are required.
- Ensure all information is entered into the Diary and inform the resident of the outing in question.

Day Before:

- Ensure all the residents washing has been completed and available to pack.
- Pack all that is required for the duration of the visit and check off the list on this form.
- Place the packed suitcase in the office the night before to ensure the resident does not tamper with the packed bag and arrive at their destination short of items.
- Check that office staff have organised transport and all details have been covered.
- Ensure the diary has been completed to indicate the details of the collection of the resident and any other relevant details of significance.

Day of Departure:

- Ensure the resident has been showered (and shaved if applicable) and dressed according to the weather and presentable.
- Ensure they have eaten and have taken their medication prior to leaving
- Greet the Family /Case Worker or arranged person and hand over:
 - Travel arrangements (tickets/vouchers etc.)
 - Medication
 - Money (if applicable)
- Ensure the details listed on 'Resident Going Away Checklist Form-0059' is still current and amend if required.

Wish the **Resident** a Happy and Safe Holiday (or appropriate farewell message) and look forward to seeing them when they return.