

SCHEDULE 4

Regulation 19(2)

OTHER RECORDS TO BE KEPT IN A RESIDENTIAL CARE HOME

1. A copy of the statement of purpose.
2. A copy of the resident's guide.
3. A record of all accounts relating to the residential care home including a record of resident's fees and financial arrangements that are handled by the home and a record of persons working at the home acting as the appointee or agent of a resident.
4. A copy of all inspection reports.
5. A copy of any report made under regulation 29(4)(c) or a copy of any written record or report made under regulation 30.
6. A record of all persons employed at the home, which includes in respect of each person so employed –
 - (a) his full name, address, date of birth, qualifications and experience and if applicable, confirmation of his registration status with an appropriate professional regulatory body;
 - (b) a copy of his birth certificate and passport (if any);
 - (c) a copy of each reference obtained in respect of him;
 - (d) the dates on which he commences and ceases to be so employed;
 - (e) the position he holds at the home, the work that he performs and the number of hours for which he is employed each week;
 - (f) correspondence, reports, records of disciplinary action and any other records in relation to his employment including the recruitment process under which he was appointed.
 - (g) the training and development activities completed by him.
7. A copy of the duty roster of persons working at the home, and a record of whether the roster was actually worked.
8. A record of the home's charges to residents, including any separate amounts payable for additional services not covered by those charges, and the amounts paid by or in respect of each resident.
9. A record of all money or other valuables deposited by a resident for safekeeping or received on the resident's behalf, which –
 - (a) shall state the date on which the money or valuables were deposited or received, the date on which any money or valuables were returned to a resident or used, at the request of the resident, on his behalf and, where applicable, the purpose for which the money or valuables were used; and
 - (b) shall include the written acknowledgement of the return of the money or valuables.
10. A record of furniture and personal possessions brought by a resident into the room occupied by him.
11. A record of all complaints made by residents or representatives or relatives of residents or by persons working at the home about the operation of the home, and the action taken by the registered person in respect of any such complaint.
12. A record of any of the following events that occur in the home –
 - (a) any accident;

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

- (b) any incident which is detrimental to the care, health, safety or welfare of a resident, including the outbreak of infectious disease in the home;
 - (c) any injury or serious illness;
 - (d) any fire;
 - (e) except where a record to which paragraph 14 refers is to be made, any occasion on which the fire alarm equipment is operated;
 - (f) any theft or burglary.
13. Records of the food provided for residents in sufficient detail to enable any person inspecting the record to determine whether the diet is satisfactory, in relation to nutrition and otherwise, and of any special diets prepared for individual residents.
14. A record of every fire practice, drill or test of fire equipment (including fire alarm equipment) conducted in the home, including staff attending, and of any action taken to remedy defects in the fire equipment.
15. A statement of the procedure to be followed in the event of a fire, or where a fire alarm is activated.
16. A statement of the procedure to be followed in the event of accidents or in the event of a resident becoming missing.
17. A record of charges made to residents for transport and the amounts paid by or in respect of each resident.
18. Where residents collectively own the vehicles –
- (a) a record is kept with the amounts paid by or in respect for each resident running the vehicle;
 - (b) a record is kept of journeys made and names of residents being transported.
19. A record of the programme of events and activities that includes the name of the person leading the activity and the names of those who participated.
20. A record of all staff meetings held and the names of all those attending.
21. A record of training undertaken as referred to in Regulation 20(1)(c)(i).
22. A record of all visitors to the home, including the names of all visitors.