

Order reference	WOE1263
Issue date	March 2016

Booklet No:

## Individual Care Record For The Last Days Of Life (ICRLDL)

These are the 5 Priorities for Care according to the Leadership Alliance for the Care of Dying People (2014):

- The possibility that a person may die within the next few days or hours is recognised and communicated clearly, decisions made and actions taken in accordance with the person's needs and wishes, and these are regularly reviewed and decisions revised accordingly
- Sensitive communication takes place between staff and the person who is dying, and those identified as important to them
- The dying person, and those identified as important to them, are involved in decisions about treatment and care to the extent that the dying person wants
- The needs of the families and others identified as important to the dying person are actively explored, respected and met as far as possible
- An individual plan of care, which includes food and drink, symptom control and psychological, social and spiritual support, is agreed, coordinated and delivered with compassion

Patient's name																						
NHS No												Hosp No										
Date of birth							Date commenced	/ /														
Care setting							Time commenced	:														
Consultant							GP name															
Next-of-kin details <small>(please highlight 1st point of contact)</small>	Name						Relationship						Tel No									
	1)																					
	2)																					
	3)																					
Patient's religion	Record any religious or cultural needs below:																					

Decision to start Care Record by Senior Doctor	Print name	Signature	Designation	GMC No
Decision to start Care Record by Nurse	Print name	Signature	Designation	
Decision to start Care Record by MDT member	Print name	Signature	Designation	

GP notified of deterioration  <small>The patients' GP/primary health care team is notified that the patient is dying.</small>	GP Name: Surgery address: Tel No: <input type="checkbox"/> GP called <i>(Ask receptionist to tell GP that Patient is dying on ward)</i> SinglePoint Tel No: 01206 890360 Name of person who called GP/SinglePoint:
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**This Care Record is a multi-organisational document and each organisation needs to use it.**

- **For CHUFT Patients, please leave a message on ext.6272 with patients name and ward when commencing this ICP.**
- **CHUFT Hospital Specialist Palliative Care Team available from 9am to 5pm, 7 days a week on 01206 746272.**
- **ACE & Out of Hours, please contact SinglePoint Tel No: 01206 890360**

### Guidelines for staff

- 1. This replaces all other medical and nursing assessment documentation.
- 2. The views of patient, family/carers must be listened to and documented on the multidisciplinary notes and significant conversations page.
- 3. A senior medical/nurse review should take place daily.
- 4. At the time of death the verification/certification should be documented on the daily record as well as the Care After Death Checklist.

### Healthcare professional record *(All personnel completing the care record must sign below.)*

Full name (print)	Signature	Initials	Professional title	GMC №	Contact №

### Mental Capacity Assessment and Consent

Treatment explained to patient and consent obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any impairment or disturbance in the functioning of the persons mind or brain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any impairment or disturbance sufficient that the person lacks capacity to make a decision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the patient understand information given to them?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the patient retain the information long enough to make a decision?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the patient weigh up and discuss the pros and cons of the decision or action?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the patient communicate the decision (by any means)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the patient have the capacity?	<input type="checkbox"/> Yes - end assessment here <input type="checkbox"/> No - answer next question
Is there a Lasting Power of Attorney or Court of Protection Appointed Deputy (CAD)? (If 'Yes' name and copy of LPA / CAD):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know

Has a DOLS application been made for this patient?  Yes  No

Actions taken in the best interest of the patient must be documented in the clinical plan of care.

If the person lacks capacity, day-to-day interventions can be delivered in their best interest and must be documented. An MCA2 form must be used for documenting capacity assessments for serious medical treatment, accommodation changes, financial issues & safeguarding concerns.

## Recognising dying assessment

The term 'recognising dying' is used to define a time when someone is thought now to be approaching the last days of their life and requires care focused on the 5 Priorities for Care. Please explore with the patient what their needs and concerns are with particular reference to food and drink, symptoms, spiritual, social and psychological support. Also explore how much they want to be involved in their day to day care.

- Is there a potentially reversible cause for the patient's condition e.g. exclude opioid toxicity, renal failure, hypercalcaemia, infection?
- Could the patient be in the last hours or days of life?
- Is a Specialist referral needed, e.g. specialist palliative care or a second opinion?
- Be aware that improvement in signs and symptoms or functional observations could indicate that the person may be stabilising or recovering

DNACPR completed – give details:

ICDs have been deactivated?  Yes  N/A  No – instruction/action to arrange  
 this been done?  No  Yes – signed by:.....  
 Print name: .....

### Communication regarding recognising dying and acknowledged uncertainty

Communication with the person thought to be dying and those important to them:

Whom did you talk to? Name:

What did you say?

Any concerns voiced, by whom and action?

Have they got a preferred place of death?  No  Yes - specify:

### Communication around change in goals of care

Document which medically futile interventions you may want to stop, which may be blood tests (including BM monitoring), X-rays/scans, NEWS observations chart and rationalising regular medications. What are the person's goals and wishes?

Document discussion around medication review. This will include an explanation of anticipatory medications prescribed for common symptoms (pain, dyspnoea, agitation, respiratory rattle secretions, nausea/vomiting), ensuring appropriate route (e.g. syringe pump). If already in place (some community patients) ensure understanding of use is clear. Consider impact of significant co-morbidities on prescribing, for example renal failure (eGFR is less than 30).

The patient has medication prescribed on a prn basis for all of the 5 symptoms (see flow charts) which may develop in the last hours or days of life. (If already in place check doses and dates against current medication.)

Document discussions you have had around what to expect with the dying process, with regards to food and fluid:

Document discussion about who to contact in the event of death or any other important information

Print name	Signature	Grade	Date	Time
			/ /	:

## Transfer of Care to Another Clinical Team

Ensure direct communication with care team including telephone/fax/email including Out of Hours.

### Name of New Responsible Doctor/Senior Nurse:

Print name	Signature	Grade	Date	Time
			/ /	:

## North East Essex Guidelines for Care of the Dying

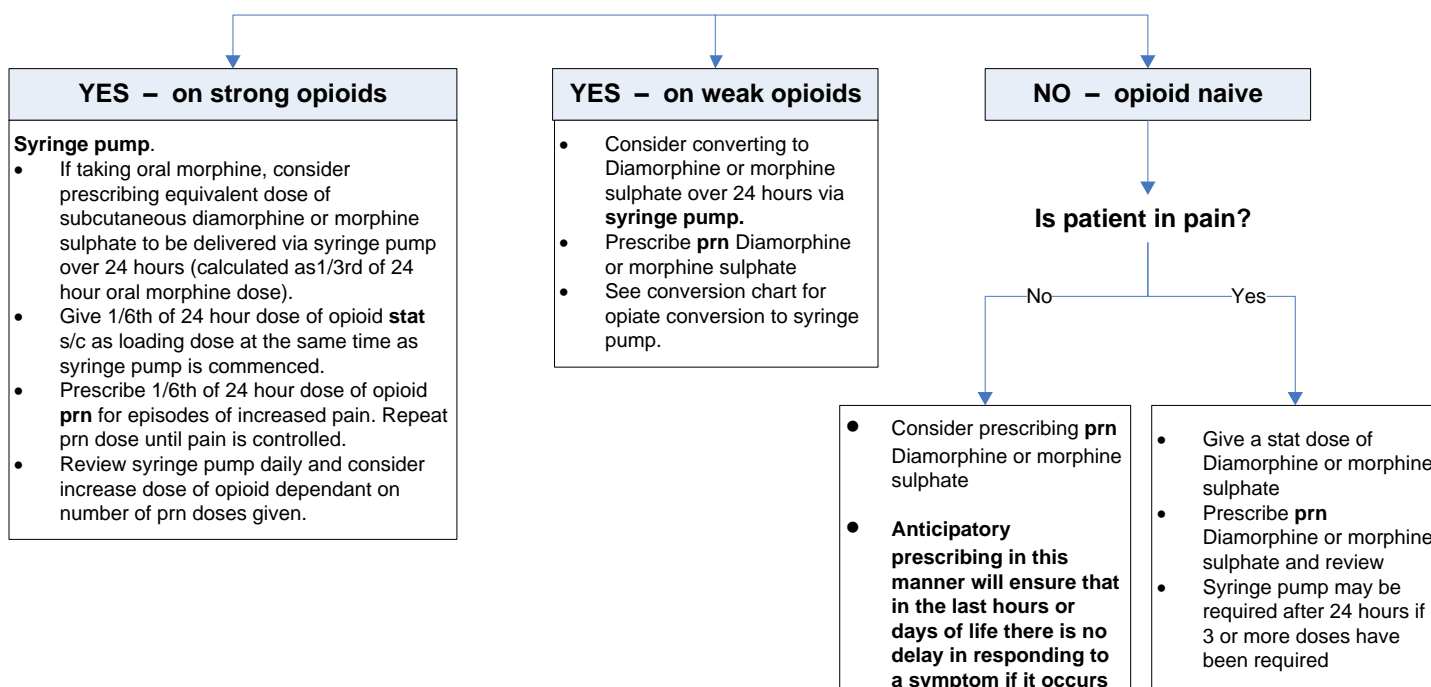
### Management of Pain

- **Opioid naïve** = Currently not taking any opioid preparations
- **Weak opioid** preparations examples = Dihydrocodeine, Codeine, Co-codamol, Tramadol
- **Strong opioid** preparations examples = Oramorph, MST, Oxycodone, Fentanyl, Buprenorphine

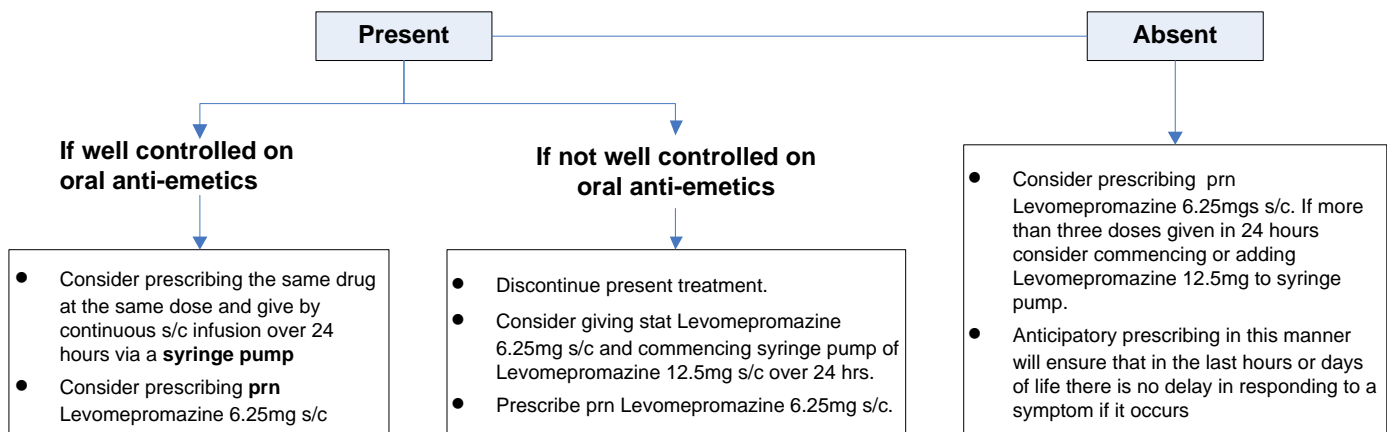
If eGFR is less than 30 please consider changing opiate to Oxycodone or seek Specialist Palliative Care advice

- If unable to swallow, convert to subcutaneous route via syringe pump
- If patient on alternative opioids or Fentanyl/Buprenorphine patch and seek specialist advice

#### Is patient currently on opioids?



## Management of Nausea & Vomiting

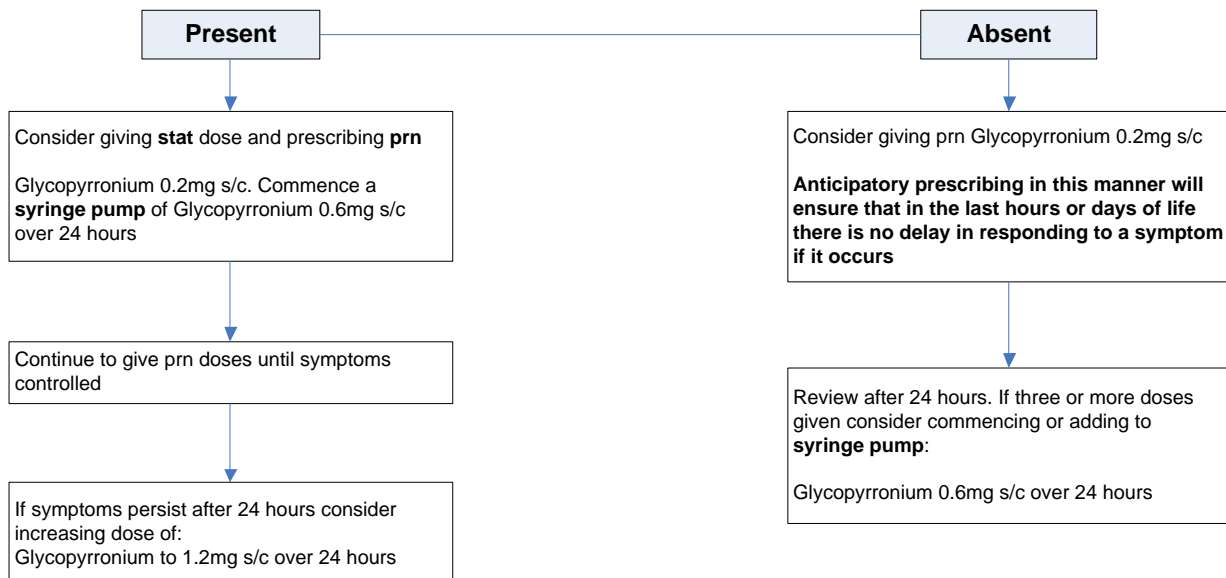


- Review drug/ dose/ frequency for patients who are elderly, frail, have dementia or renal failure.
- Other antiemetics are available.

### If symptoms persist, please contact:

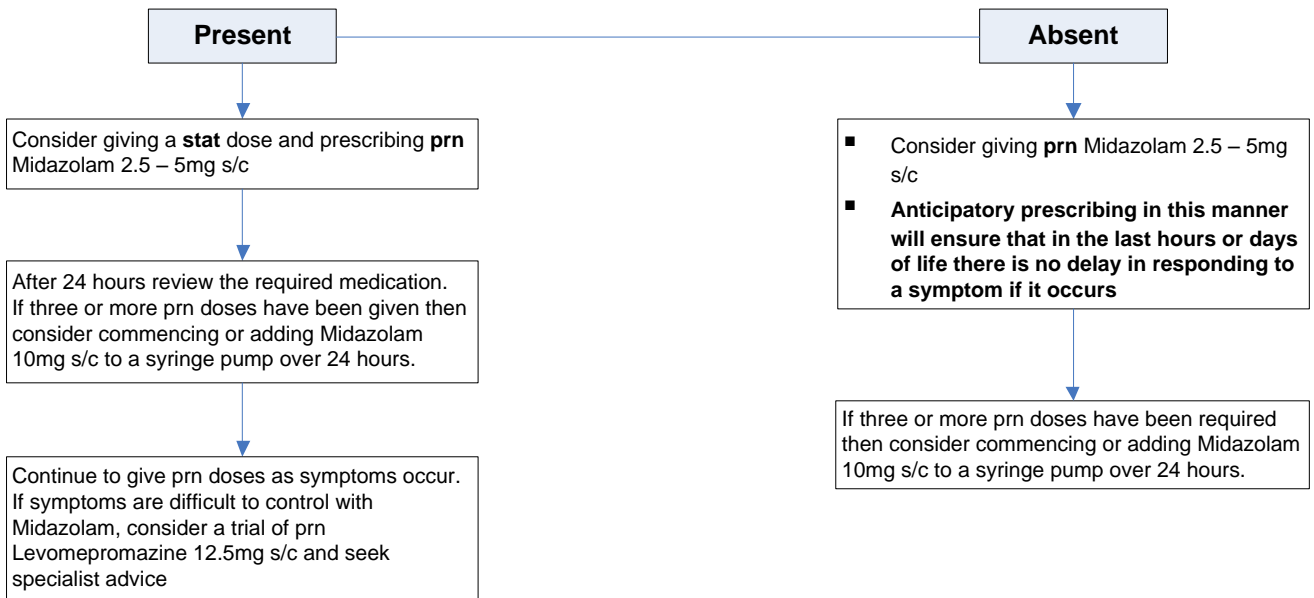
- CHUFT Hospital Specialist Palliative Care Team available from 9am to 5pm, 7 days a week on 01206 746272
- ACE- contact patients GP
- Out of Hours, please contact SinglePoint Tel №: 01206 890360

## Management of Respiratory Tract Secretions



- Review drug/ dose/ frequency for patients who are elderly, frail, have dementia or renal failure.
- Consider changing patients position and if on an IV/SC fluids, consider slowing rate or stopping. Ensure family are spoken to regarding this symptom as often worse for the family than patient.

## Management of Agitation and Restlessness

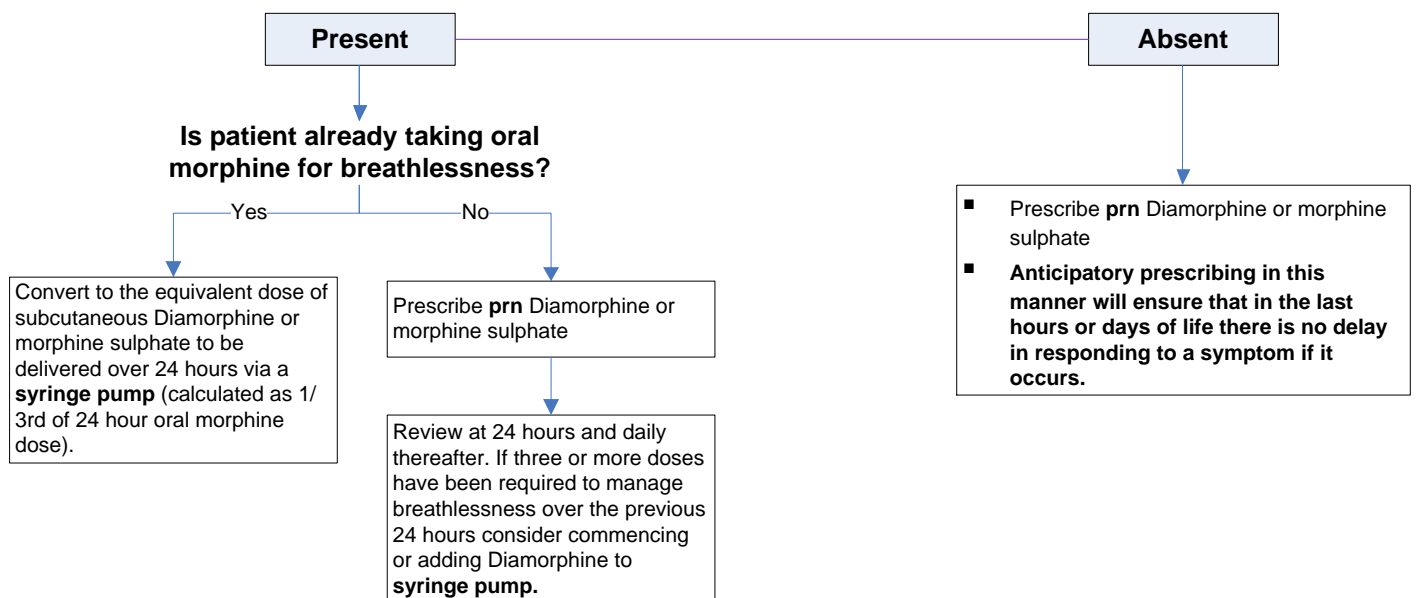


- Exclude reversible causes e.g. urinary retention.
- The management of agitation does not usually require the use of opioids unless agitation is thought to be caused by pain.
- Review drug /dosage/ frequency for patients who are elderly, frail, have dementia, or renal failure.

If symptoms persist, please contact:

- CHUFT Hospital Specialist Palliative Care Team available from 9am to 5pm, 7 days a week on 01206 746272
- ACE- contact patients GP
- Out of Hours, please contact SinglePoint Tel No: 01206 890360

## Management of Breathlessness



If symptoms persist, please contact:

- CHUFT Hospital Specialist Palliative Care Team available from 9am to 5pm, 7 days a week on 01206 746272
- ACE- contact patients GP
- Out of Hours, please contact SinglePoint Tel No: 01206 890360

- If the patient is breathless and anxious, consider addition of Midazolam 2.5mg s/c prn.
- Review drug/ dose/ frequency for patients who are elderly, frail, have dementia or renal failure.

Initial assessment – ADL's for **ACE use only**

No	Assessment	Detail (add to whenever new information emerges)	Sign & date
1a	<b>Pain</b> Site / location / duration / analgesic effect		
1b	<b>Tissue viability</b> District nurse / equipment at home	<input type="checkbox"/> The patient's skin integrity is assessed.	
1c	<b>Invasive devices</b> Hickman line / PICC line		
1d	<b>Self-administration of medicine (SAM)</b> Pharmacy aids / support at home		
2	<b>Breathing</b> Cough / Sputum / O <sub>2</sub> at home / nebuliser/inhaler		
3	<b>Communicating</b>		
4	<b>Nutrition</b> Diet / supplements	<input type="checkbox"/> The need for clinically assisted (artificial) nutrition & hydration is reviewed by the MDT.	
5	<b>Eliminating</b> Normal pattern / catheter / stoma		
6	<b>Washing &amp; dressing</b> Aids / assistance required / staff gender preference required?		
8	<b>Resting &amp; sleeping</b> Normal pattern / No of pillows / sleeps in chair		
9	<b>Emotional &amp; spiritual needs</b> Religion / spirituality / significant others involvement / mood / mental health / sharing of diagnosis	<input type="checkbox"/> Discussed with patient <input type="checkbox"/> Discussed with relative or carer Where does patient want to die? <input type="checkbox"/> Hospital <input type="checkbox"/> Hospice – refer to Hospice Team <input type="checkbox"/> Home / Care home – follow Rapidly Deteriorating Patient process	
1a	<b>Falls</b>	<b>See Falls ICP</b>	
7	<b>Mobility</b>	<b>See Manual Handling Risk Assessment</b>	

For ACE use only - Initial assessment



<b>Daily nursing care record</b>	<b>Day No</b>	
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<i>Ward</i>	<i>Early shift:</i>	<i>Moved to:</i>	@	:	<i>Date</i>	/	/
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**Food/diet intake** *(food chart is to be completed predominantly in the inpatient setting)*

Food chart required?	<input type="checkbox"/> No - Unconscious	<input type="checkbox"/> Yes – record details below
Patient requires assistance at mealtimes?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Red food tray?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Jug lid required?	<input type="checkbox"/> Blue	<input type="checkbox"/> Red

<b>Breakfast</b>	<b>Eaten</b>		⊕ ⊕ ⊕
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<b>Drinks</b>	
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Reason for not eating and action taken:

<b>Snacks/supplements</b>	
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<b>Assisted by</b> <i>(print name)</i>	
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<b>Lunch</b>	<b>Eaten</b>		⊕ ⊕ ⊕
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<b>Drinks</b>	
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Reason for not eating and action taken:

<b>Snacks/supplements</b>	
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<b>Assisted by</b> <i>(print name)</i>	
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<b>Supper</b>	<b>Eaten</b>		⊕ ⊕ ⊕
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<b>Drinks</b>	
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Reason for not eating and action taken:

<b>Snacks/supplements</b>	
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<b>Assisted by</b> <i>(print name)</i>	
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**Patient rounding** – *only to be completed at inpatient settings*

If patient is unconscious, please continue to assess needs and discuss any concerns with nurse in charge of patients care.

<i>A = Achieved</i>	<i>Time →</i>	8.00	10.00	12.00	14.00	16.00	18.00	20.00	22.00	24.00	2.00	4.00	6.00
		A	V	A	V	A	V	A	V	A	V	A	V
<i>V = Variance</i>													
<i>If patient is asleep or unconscious, tick box</i>	→												
<b>No pain at present.</b> "Are you in pain?"													
<b>Toileting needs met</b> "Do you need assistance to go to the toilet?"													
<b>Pressure area care needs met.</b> "Do you need to change your position?" If at risk of PU record key position code: Key: R = right    L = Left B = back      C = chair P = prone     A = ambulant													
<b>Jug and glass are in reach. If prescribed, supplements assistance given.</b> "Do you need something to drink?"													
<b>Call bell is working and in reach.</b> "Can you reach your call bell?"													
<b>Staff initials</b>													

Date: / /  
Day No: / /  
Daily nursing care record

Focus No	Assessment: Min of once at beginning of each 8 hr period and on transfer/ acceptance of patient. Community – once every 24 hours.	1 <sup>st</sup> assessment time:		2 <sup>nd</sup> assessment time:
		Assessment	Action	Assessment
1a	<b>Observations</b> <i>May continue for comfort e.g. temperature</i>			
1a	<b>Pain</b> <i>Score / location / analgesic effect</i>			
1a	<b>Falls</b> <i>Increased risk / equipment / bed rails / Falls Prevention ICP</i>			
1b	<b>Tissue viability</b> <i>Pressure relieving mattress / turn patients as tolerated</i>			
1c	<b>Invasive devices</b> <i>Removal / insertion / site / VIP x 3 daily</i>			
1d	<b>Administration of medicine</b> <i>SAM / omitted doses / pm medications prescribed</i>			
2	<b>Breathing -</b> <i>Breathlessness / cough / O<sub>2</sub></i>			
3	<b>Communicating</b> <i>Hearing / confusion / speech</i>			
4	<b>Nutrition</b> <i>Offer food as able / feeding at risk</i>			
5	<b>Eliminating</b> <i>Catheter / stoma / bowels</i>  Date bowels last opened: / /	Bladder		
		Bowels		
6	<b>Washing &amp; dressing</b> <i>Assistance required / staff gender preference / Mouth care assessment</i>			
7	<b>Mobility</b> <i>Activity / Manual Handling Protocol / weight-bearing</i>			
8	<b>Resting &amp; sleeping</b> <i>Number of pillows / sleeping side preference</i>			
9	<b>Emotional &amp; spiritual needs</b> <i>Require faith leader visit?</i>			
<b>NB</b> Co-ordination, assessment and intervention are the responsibility of the Registered Nurse. HCA's may record activities in the multidisciplinary notes and in the time box to show that an intervention has been performed.		Sign & time		Sign

Symptom observation chart (S=Severe, M=Moderate, N=None or mild) & ID bracelet check														
	Initial	08	09	10	11	12	13	14	15	16	17	18	19	20
ID bracelet check/replacement														
Pain														
Nausea & vomiting														
Agitation														
Respiratory secretions														
Shortness of breath														
Mouth care														





<b>Daily nursing care record</b>						<b>Day No</b>			
<i>Ward</i>	<i>Early shift:</i> _____ <i>Moved to:</i> _____ @ _____ :				<i>Date</i>		/ /		

**Food/diet intake** (*food chart is to be completed predominantly in the inpatient setting*)

Food chart required?	<input type="checkbox"/> No - Unconscious	<input type="checkbox"/> Yes – record details below
Patient requires assistance at mealtimes?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Red food tray?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Jug lid required?	<input type="checkbox"/> Blue	<input type="checkbox"/> Red

<b>Breakfast</b>	<b>Eaten</b>		⊕ ⊕ ⊕
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<b>Drinks</b>	
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Reason for not eating and action taken:

<b>Snacks/supplements</b>	
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<b>Assisted by</b> ( <i>print name</i> )	
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<b>Lunch</b>	<b>Eaten</b>		⊕ ⊕ ⊕
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<b>Drinks</b>	
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Reason for not eating and action taken:

<b>Snacks/supplements</b>	
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<b>Assisted by</b> ( <i>print name</i> )	
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<b>Supper</b>	<b>Eaten</b>		⊕ ⊕ ⊕
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<b>Drinks</b>	
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Reason for not eating and action taken:

<b>Snacks/supplements</b>	
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<b>Assisted by</b> ( <i>print name</i> )	
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**Patient rounding–** *only to be completed at inpatient settings*

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		A	V	A	V	A	V	A	V	A	V	A	V	A	V	A	V
<i>If patient is asleep or unconscious, tick box</i>	→																
<b>No pain at present.</b> "Are you in pain?"																	
<b>Toileting needs met</b> "Do you need assistance to go to the toilet?"																	
<b>Pressure area care needs met.</b> "Do you need to change your position?" If at risk of PU record key position code: Key: R = right    L = Left B = back      C = chair P = prone     A = ambulant																	
<b>Jug and glass are in reach. If prescribed, supplements assistance given.</b> "Do you need something to drink?"																	
<b>Call bell is working and in reach.</b> "Can you reach your call bell?"																	
<b>Staff initials</b>																	

Date: / /  
Day No: / /  
Daily nursing care record

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		Assessment	Action	Assessment
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1a	<b>Pain</b> <i>Score / location / analgesic effect</i>			
1a	<b>Falls</b> <i>Increased risk / equipment / bed rails / Falls Prevention ICP</i>			
1b	<b>Tissue viability</b> <i>Pressure relieving mattress / turn patients as tolerated</i>			
1c	<b>Invasive devices</b> <i>Removal / insertion / site / VIP x 3 daily</i>			
1d	<b>Administration of medicine</b> <i>SAM / omitted doses / pm medications prescribed</i>			
2	<b>Breathing -</b> <i>Breathlessness / cough / O<sub>2</sub></i>			
3	<b>Communicating</b> <i>Hearing / confusion / speech</i>			
4	<b>Nutrition</b> <i>Offer food as able / feeding at risk</i>			
5	<b>Eliminating</b> <i>Catheter / stoma / bowels</i>  Date bowels last opened: / /	Bladder		
		Bowels		
6	<b>Washing &amp; dressing</b> <i>Assistance required / staff gender preference / Mouth care assessment</i>			
7	<b>Mobility</b> <i>Activity / Manual Handling Protocol / weight-bearing</i>			
8	<b>Resting &amp; sleeping</b> <i>Number of pillows / sleeping side preference</i>			
9	<b>Emotional &amp; spiritual needs</b> <i>Require faith leader visit?</i>			
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<b>Daily nursing care record</b>	<b>Day No</b>	
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<i>Ward</i>	<i>Early shift:</i>	<i>Moved to:</i>	@	:	<i>Date</i>	/	/
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<b>Breakfast</b>	<b>Eaten</b>		⊕ ⊕ ⊕
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<b>Drinks</b>	
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Reason for not eating and action taken:

<b>Snacks/supplements</b>	
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<b>Assisted by</b> <i>(print name)</i>	
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<b>Lunch</b>	<b>Eaten</b>		⊕ ⊕ ⊕
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<b>Drinks</b>	
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Reason for not eating and action taken:

<b>Snacks/supplements</b>	
---------------------------	--

<b>Assisted by</b> <i>(print name)</i>	
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<b>Supper</b>	<b>Eaten</b>		⊕ ⊕ ⊕
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<b>Drinks</b>	
---------------	--

Reason for not eating and action taken:

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ID bracelet check/replacement														
Pain														
Nausea & vomiting														
Agitation														
Respiratory secretions														
Shortness of breath														
Mouth care														

Patient name:

Date of birth:

NHS №:

Day №:

3 <sup>rd</sup> assessment time:	
Action	Action
Time	RN sign & time

Please insert initial and 'S, M or N'

21	22	23	24	01	02	03	04	05	06	07

**Severe/distressing symptoms (action)**

- Give medication for symptom
- Look for reversible causes
- Consider non-pharmacological treatment e.g. positioning
- Regular review until mild/none level is achieved

**Moderate symptoms (action)**

- Give medication and review until mild/none level achieved
- Look for reversible causes
- Consider non-pharmacological treatment

**Mild or no symptoms**

- No intervention required

**Assess patient daily and record daily medical plan had with patient & family:**

**Daily review with Consultant/Doctor/Nurse record**

<b>Dr/Nurse name</b>	
<b>Signature</b>	



# Syringe Pump 4 hourly checklist

Syringe pump ID:	Record Y = Yes N = No	Date:	Time:
Infusion rate in ml / hr & volume to be infused			
Time left of infusion			
Is the indicator lamp flashing & pump delivering message on screen?			
Percentage of battery left?			
Is site inflamed?			
Is tubing kinked?			
Infusion site changed?			
Are syringe & line contents clear?			
Is pain controlled?			
Is there nausea or vomiting?			
Is there agitation?			
Are there secretions?			
Syringe pump screen locked?			
Medication label applied to line?			
Nurse initial			

# Syringe Pump 4 hourly checklist

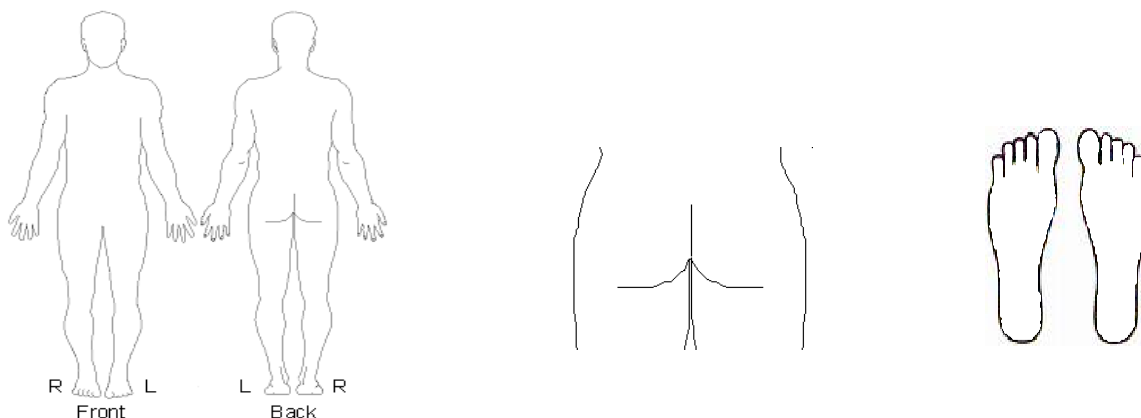
Syringe pump ID:																					
<b>Record Y = Yes N = No</b>	<b>Date:</b>	<b>Time:</b>																			
Infusion rate in ml / hr & volume to be infused																					
Time left of infusion																					
Is the indicator lamp flashing & pump delivering message on screen?																					
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Is there nausea or vomiting?																					
Is there agitation?																					
Are there secretions?																					
Syringe pump screen locked?																					
Medication label applied to line?																					
Nurse initial																					

# Wound Assessment & Care Plan

Body Map

## Body map

Consider vulnerable pressure points e.g. ears. Please document if the patient prefers one position as this could increase risk of acquiring a pressure ulcer.



## Brief history of wound(s)

How long have they had the wound?

How did they get the wound?

Who's been looking after the wound?

## Wound assessment

Wound assessment

Date and time:	Wound assessment – One column per wound assessment			
	/ / :	/ / :	/ / :	/ / :
Signed:				
Print name:				
<b>Size &amp; description of wound/s</b> <i>(e.g. location, sloughy, dry, infected etc.)</i>				
<b>Type of wound/s</b> <i>(e.g. pressure ulcer, moisture lesion, leg ulcer, surgical wound etc)</i>				
<b>Intervention as necessary</b> <i>(e.g. TVN referral, pressure relieving mattress, Datix, removal of sutures, removal of clips, etc)</i>				
<b>Pain</b> <i>(e.g. assess pain management, consider analgesia before dressing change)</i>				
<b>Type of dressing and rationale</b>				
<b>Frequency of dressing change</b>				

# After death

Date of patient's death:                      /                      /                                           Time:                      :

Who was present at death? .....

.....

.....

Nurse present at death: Name:.....

If no relative / Carer present at time of death:

Next-of-kin notified? No  Yes  - please give details:

Name of next-of-kin notified: .....

Relationship to patient: .....

Verification of death: .....

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Doctors name: ..... Date:                      /                      /

Doctors signature: ..... Time:                      :

- Last Offices completed
- Care After Death Checklist completed
- Information leaflets given to family

If this Care Record is discontinued please record here:

Date & time Care Record is discontinued:                      /                      /                      :

Reasons why the Care Record is discontinued:

Continuation booklet required.