

## Monday Morning

	Individual's Routines	Staff Duties
6:00am	<p>Sally usually wakes. Sally works today. She will choose her clothes and then shower independently. Sally will need you to be close to the bathroom while showering because she has epilepsy.</p>	<p>One staff on shift. Handover with sleepover worker.</p> <p>Read the communication book, diary and weekly timetable.</p> <p>Plan the morning activities.</p>
6:30	<p>Sally will choose her breakfast. Usually porridge or toast with a cup of coffee. Sally makes her breakfast mostly independently. She may need some verbal assistance to find things in the cupboard or fridge.</p> <p><b>Sally has morning medication.</b> Sally has her tablets in a medicine cup. She will have them with water.</p> <p>Peter usually wakes and comes to the kitchen. Peter makes his breakfast with support. Peter will tell you what he wants for breakfast. Usually vegemite on toast with orange juice. He will put the bread in the toaster. Peter will need physical assistance to put on spreads and pour orange juice.</p> <p><b>Peter has morning medication.</b> Peter has his tablets in a medicine cup. He will have them with water.</p>	
7:00	<p>After breakfast, Peter will choose his clothes for community access. He will call out when he is ready for you to support him with shaving. Peter will shower, brush his teeth and hair independently.</p> <p>Sally may need verbal prompting to brush her teeth and get ready for work. She will need to take her bag, purse with \$5, lunch and midday medication.</p>	

	<p>Matthew usually wakes around 7:00. Matthew likes to lie in bed. After about 10 to 15 minutes, remind Matthew he has community access today.</p> <p>Matthew will choose his cereal. Show Matthew two different cereal options: usually Weet-bix and another option. Matthew needs prompting to prepare his breakfast: to get a bowl and spoon, pour in cereal and milk. Offer Matthew tea or coffee. He usually chooses tea. Matthew makes his drink with prompts to get his cup, turn on the kettle and how much water to pour.</p> <p><b>Matthew has morning medication.</b> Matthew takes his tablets in his hand with water.</p> <p>Andrew usually wakes between 7:00 and 7:30. He is home today (i.e., does not have ISW). Andrew likes to watch TV and talk with the other residents in the morning. When he is ready for breakfast, he will get his cereal out. Andrew makes his breakfast independently. He likes to talk with staff while making his breakfast and plan what is happening today. Ask Andrew if he would still like to do what he has planned. If needed, modify the plan according to Andrew's preferences.</p> <p><b>Andrew has morning medication.</b> Andrew has his tablets in a medicine cup. He will have them with water.</p>	<p>Andrew has 1:1 with staff today. Check the diary for what he has planned.</p>
7:30	<p>Sally will need to leave for work. Her taxi will arrive around 7:30am. It has already been booked.</p> <p>Matthew will shower after breakfast. Matthew will need prompts to shower: turn on the water, wash himself, and turn off the water. Matthew will dry himself and may need some prompts and physical support. Matthew will have chosen his clothes last night and are on his chair. Mathew will need prompts to dress and physical support with buttons and to put on shoes.</p>	

	<p><b>Matthew has morning eye drops.</b> Matthew will administer his eye drops. Matthew will brush his teeth independently after being reminded to do so.</p> <p>After breakfast, Andrew independently dresses and brushes his teeth. He may need to be reminded to do these things.</p>	
8:00	<p>After dressing, Peter will get organised for community access. Check with Peter that he has his wallet and \$15, and his bag packed.</p> <p>Matthew will pack his bag for community access. Matthew will need prompts to get his bag and then his food from the fridge.</p> <p>Andrew washes his clothes today. He will need verbal assistance to collect the clothes that need washing, to put them in the washing machine, to put in the powder and turn on the washing machine.</p>	Check that everyone had their morning medication.
8:30	<p>Peter and Matthew start community access at 9am and need to be driven by staff. They will need to leave the house at 8:30.</p> <p>Andrew will need to come for the drive.</p>	<p>Drive Peter and Matthew to community access: 12 Main Road, Richmond.</p> <p>Take the house phone with you.</p>
9:00		Return home after driving Peter and Matthew to community access.
9:30	<p>Andrew will hang his clothes on the clothesline. Andrew will need verbal assistance to get the clothes out of the washing machine. He will need you to carry the washing basket to the clothesline. Andrew will hang most items and may need verbal or physical assistance for some items.</p>	
10:00	Andrew has 1:1 support with staff.	Details about what Andrew wants to do today are in the diary. As well as information about how much money he needs, and if he wants to buy lunch,

		<p>take it with him or have it at home.</p> <p>Check with Andrew when he is ready to leave the house and support him in the activity/activities he has chosen for today.</p> <p>Take the house phone with you.</p>
10:30		
11:00		
11:30		
12:00pm		
12:30		Return home with Andrew around 12:30 – 1pm.
1:00	Andrew likes to relax and do his own thing once home again. He might watch tv, listen to music or spend time in his room.	Complete paperwork: write individual and communication notes.
1:30		
2:00		<p>Two afternoon workers arrive. Handover with afternoon workers.</p> <p>Say goodbye to Andrew.</p>

ISW = individual support worker