

From: Vanessa Clayworth
Sent: 30 Aug 2013 10:15:20 +1000
Cc: Alexander Bryce;Harriet Johansson;Kathryn Tinning;Kenneth Neuendorf;Padraig McGrath;Peter Howard
Subject: Activities/ Outings
Attachments: Activity Planner.doc

All Staff,

Please find attached a blank copy of Activity Planner. Activity Planner is to please be completed for all outings (facilitated by nursing staff, school and allied health) and submitted to myself at least 2 days prior to the outing; final approval to attend outing to be completed on the day due to changing clinical needs.

Please ensure that for all outings that:

- LCT's are completed
- Clothing descriptions
- Consent forms (if required)
- First aid kit to be taken on all outings
- CN and NUM notified (CSO notified if NUM not available) of expected time of departure and return to ward
- Copy of Activity Planner to be made available for CN and NUM and copy faxed to [REDACTED] when NUM not available (copy to be left on NUM desk on completion of outing)
- Ward mobile to be taken on outing [REDACTED]

Note: CN's are not attend outings unless approved by NUM.

Thank you for your time,

Vanessa.