



Documenting Logs on Log My Care



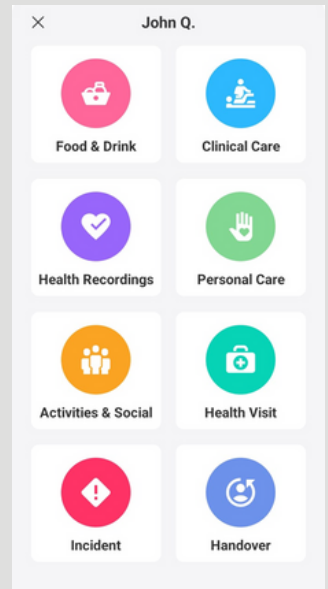
The way we document Logs on Log My Care is important, and we need to make sure we are documenting all parts of the day and night under the correct categories. Please see the guide below for support in documenting Logs on the Log My Care System. As always, you can contact Georgia – Therapeutic Practitioner if you need any additional support or even each other.

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Terminology

When writing notes on Log My Care, it is important to remember not just what we are writing, but how we are writing it as well. It is key to remember that some of our clients will read anything documented about them and the notes could be submitted to a court judge to look at and review how the client is doing. When we are writing notes, it is essential that we make this personalised to our clients and include their names instead of initials in the notes. Staff should also record their name and not “staff”. This enables us to record notes in a more personable way.

Further, we want to make sure we are avoiding describing behaviour as “kicking off” and “aggressive” as this could come across as if we are assuming their behaviour. A more appropriate statement to use would be “James’s behaviour is escalating” or write this factually. For example, “James stood up from the sofa and raised his voice at staff stating, “leave me alone. We gave James 5 minutes of space and afterwards asked how he was feeling, he later apologised.”



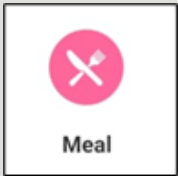
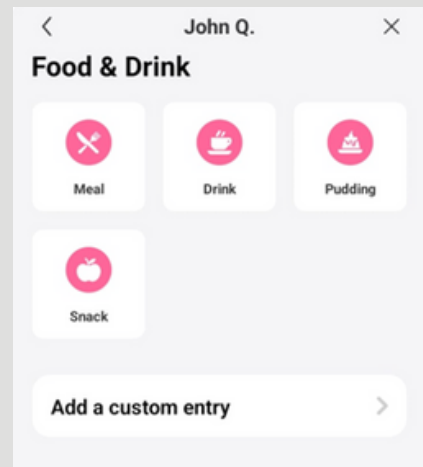
Add a custom entry



When using the custom option, please make sure you give your note a title and not leave it blank, as it will then appear as “custom”.

Under Food and Drink there are 4 options to choose from and the custom function.

Below outlines the sort of things we would expect to be documented under each.



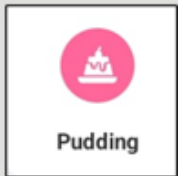
Meal

You can choose between Breakfast, Lunch or Dinner. You can then input what was eaten. Then choose how much was eaten from 0%, 25%, 50%, 75% or 100%



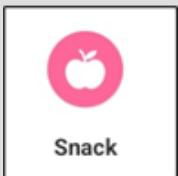
Drink

You can choose between Hot or Cold before inputting what was drank. You can then put how much was offered and how much was actually drank (including 0ml).



Pudding

You can choose how big the pudding was between Small (e.g. biscuits) Medium (e.g. cake) and large (e.g. big cake).

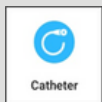
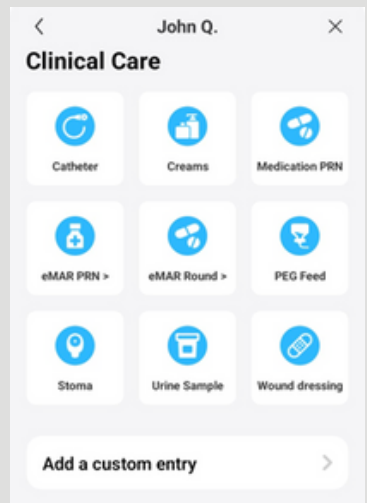


Snack

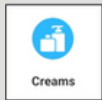
You can choose how big the snack was between Small (e.g. biscuits) Medium (e.g. cake) and large (e.g. big cake).

Under Clinical Care there are 9 options to choose from and the custom function.

Below outlines the sort of things we would expect to be documented under each.



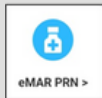
You can input how much urine was emptied from the catheter bag. You can also choose if the bag was changed between yes and no.



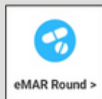
You can choose whether creams were applied between Yes or No. If you choose no, you can input a reason.



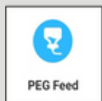
You can put in what medication was offered and why it was offered. You can then choose between Accepted, Part-Accepted



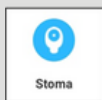
This gives you a list of all scheduled and unscheduled medications and the explanation of each one, including what it treats, side effects and how to take.



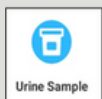
This gives you a list of all scheduled and unscheduled medications and the explanation of each one, including what it treats, side effects and how to take.



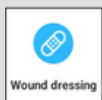
You can choose whether a feed was given with or without medication, how many mls were needed to flush the feed through, and what flow rate was used to flush through (only applicable when using a machine).



You can choose if the stoma bag was emptied (and how many mls if so), and if the stoma bag was changed.

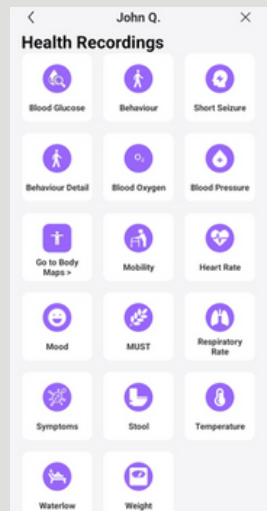


You can choose from a list of how the urine sample looked from; clear, cloudy, light, dark, strong odour and sediment.

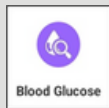


You can write what part of the body and what was done to the dressing; changed, not changed or removed.

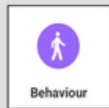
Under Health Recordings there are 17 options to choose from and the custom function.



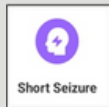
Below outlines the sort of things we would expect to be documented under each.



You can record here blood glucose readings if taken.



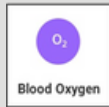
You can record here behaviour under different headings such as negative and positive. It will then ask how you the behaviour presented and ask what support was provided.



You can record here how long a short seizure lasted. It will then ask you what happened before and ask what type of seizure it was. It will then ask what support was given.



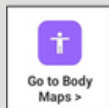
You can record here what behaviour they are showing from a list provided.



You can record here blood saturations level using this function.



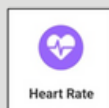
You can record here blood pressure readings using this function.



You can record any injuries to clients through this function and it will ask you to mark where injury is and what it looks like.



You can record here clients mobility and if this was very poor to very good.



You can record breathing rate recordings here using this function.



Mood

You can record clients mood from choosing from a list provided.



MUST

You can record here findings from MUST assessment if required.



Respiratory
Rate

You can record breathing rate recordings here using this function.



Symptoms

If you suspect client may be unwell, you can use this function to record their symptoms.



Stool

You can record client's stool type using the Bristol scale in this function.



Temperature

You can record clients temperature in degrees using this function.



Waterlow

You can record clients waterflow scores here following a waterflow assessment.

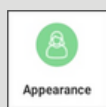
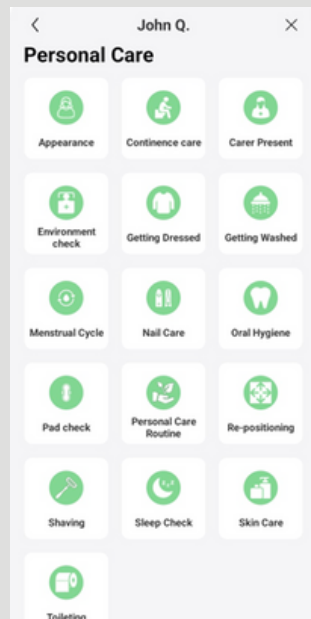


Weight

You can record clients weight here in KG using this function.

Under personal care there are 16 options to choose from and the custom function.

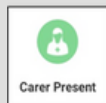
Below outlines the sort of things we would expect to be documented under each.



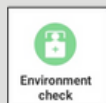
You can record client's appearance appeared throughout different stages of the day using this function.



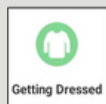
When a client is incontinent, you can record what kind of incontinence they had and what assistance they had using this function.



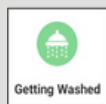
You can record if carers started or ended their time using this function.



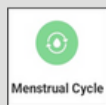
You can record the temperature of clients room, if any hazards were identified and how clean the room was using this function.



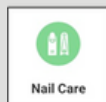
You can record whether the client was getting dressed or undressed and if they consented or declined to get dressed using this function.



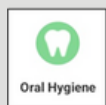
You can record how the client got washed from bath or shower and it will give you the option to state if they refused or accepted using this function.



You can record what type of sanitary protection was used/changed, how heavy the menstrual flow was, any behavioural changes and if PRN pain relief was offered using this function.

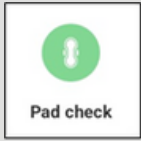


You can record what set of nails were cared for, how much assistance was provided and what was assisted using this function.



You can record what aspect of oral hygiene you supported with and if client consented or refused using this function.

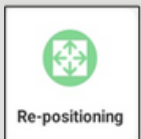
Logging Personal Care



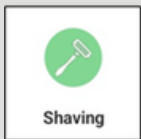
You can record if pad was wet or dry and if this was changed using this function.



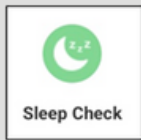
You can record from a list provided what aspect of the personal care routine you supported using this function.



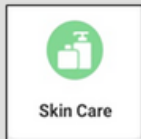
You can record here where client was repositioned from using a list provided to where they were repositioned to using this function.



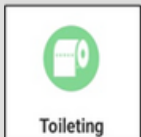
You can record here what type of shave was provided and if the client consented or declined using this function.



You can record here if the client appeared to be sleeping when checked using this function.



You can record here what skin care was offered to client and why this was offered using this function.

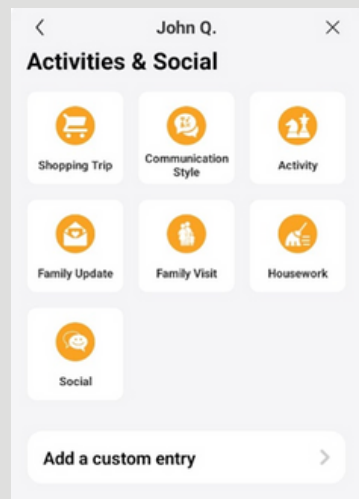


You can record here if the client went to the toilet using this function.

Logging Activities and Social

Under activities and social there are 7 options to choose from and the custom function.

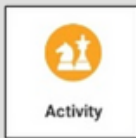
Below outlines the sort of things we would expect to be documented under each.



You can record here how they got to the place they are going shopping, what they bought, how they paid and how much support was needed using this function.



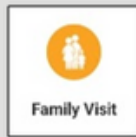
You can record here how the client was communicating today from a list provided, if this is how they normally communicate and what was used in communicating using this function.



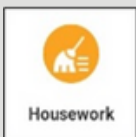
You can record here an activity and you can fill the space with you and client did using this function.



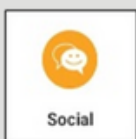
You can record here a update from the family of the client and what happened in the space provided using this function.



You can record here when a family visit the client and what happened in the space provided using this function.

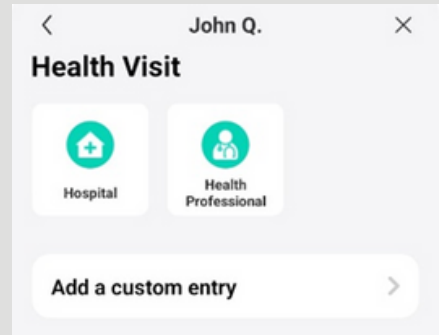


You can record here any housework that has been completed at the placement using this function.

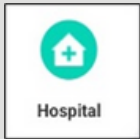


You can record here a social event that has happened with the client and fill this out in the space provided using this function.

Under health visit there are 2 options to choose from and the custom function.



Below outlines the sort of things we would expect to be documented under each.



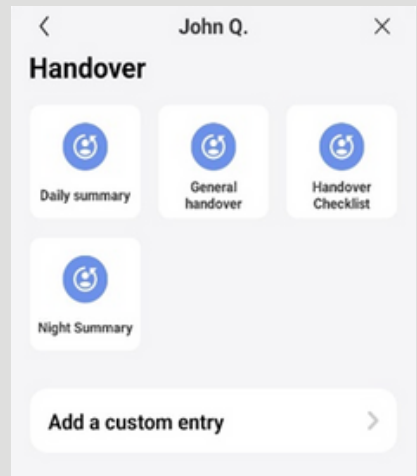
You can record here when a client has a visit to hospital and what happens during this visit in the space provided using this function.



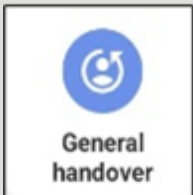
You can record here when a client has a visit from a health professional and what happens during this visit in the space provided using this function.

Under health visit there are 4 options to choose from and the custom function.

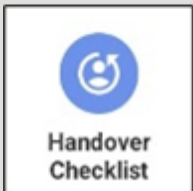
Below outlines the sort of things we would expect to be documented under each.



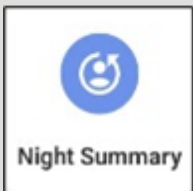
You can record here a summary of your day with the client and what has happened during this time using this function.



You can record here a handover for the night/day and writing an entry stating that you have received a handover using this function.



You can record here a checklist of what needs to be handed over using this function.

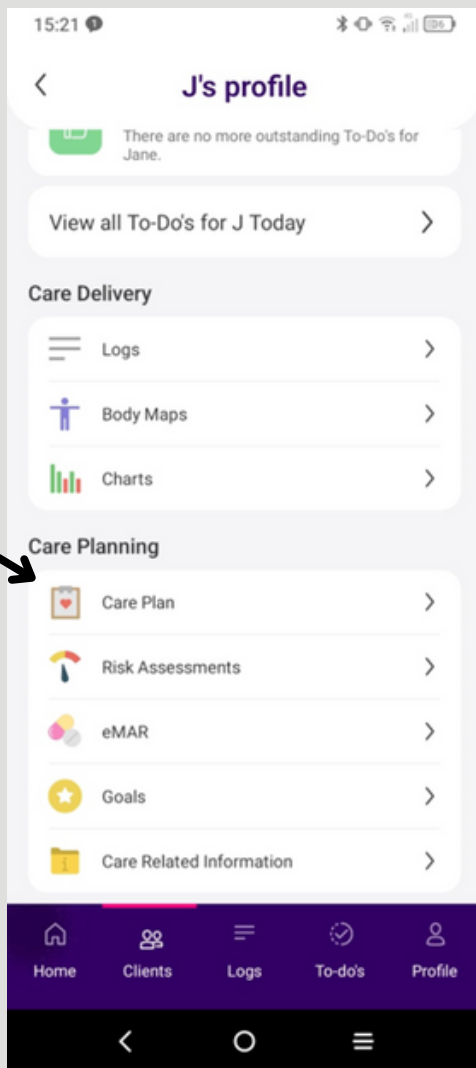


You can record here a summary of the night with the client and what has happened during this time using this function.

How to Access Care Plans and Risk Assessments on Log My Care

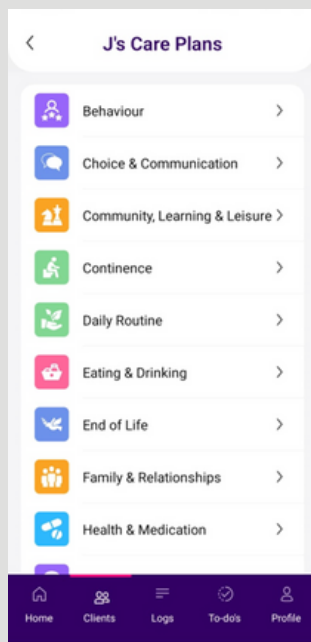
When you start with a new client, it is essential that you read their care plans and risk assessments so you are well informed around their care and what is required to support the client.

When you log into Log My Care, you will need to click on the profile of the client. Once you click on the profile, you need to click on care plans which will take you on to view care plans.

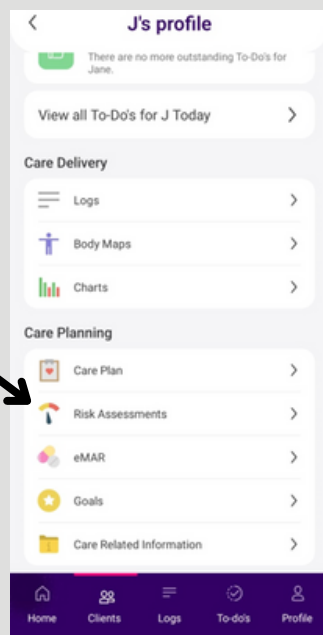


How to Access Care Plans and Risk Assessments on Log My Care

Once you click on care plans, you will then be able to access the clients care plans. You will then need to click on each care plan and read through this and click at the end that you have read this.

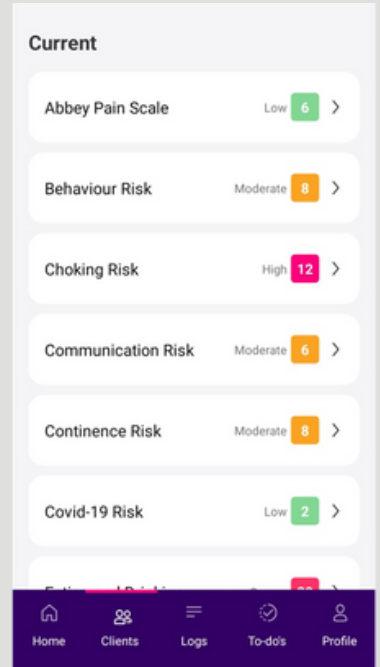


To access risk assessments of the client, go back to the home button and click on the profile of the client you want to view. Then click on risk assessments which will take you to the risk assessments for that client.

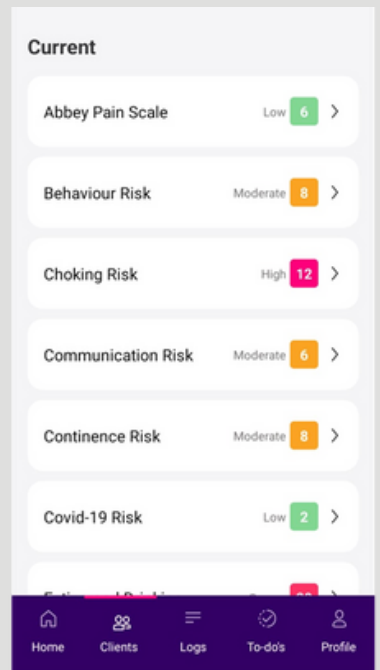


How to Access Care Plans and Risk Assessments on Log My Care

Once you have clicked risk assessments, you will be taken to this page where it will list the risk assessments completed for each client.

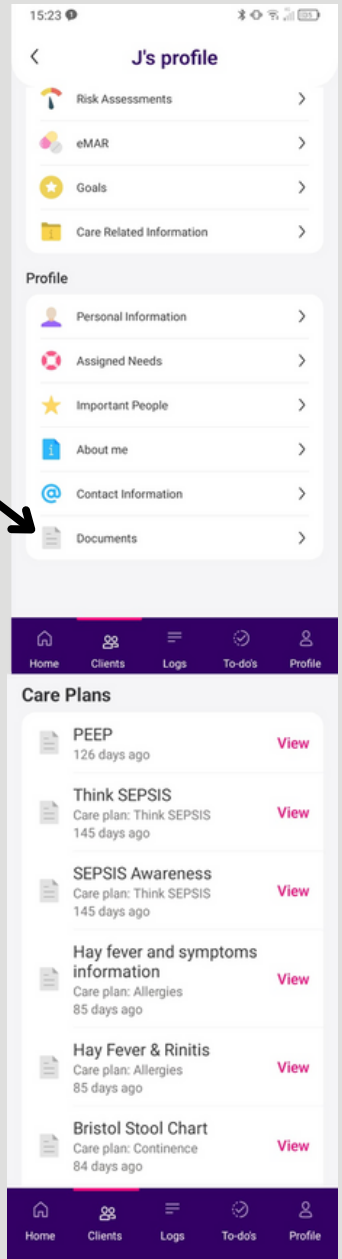
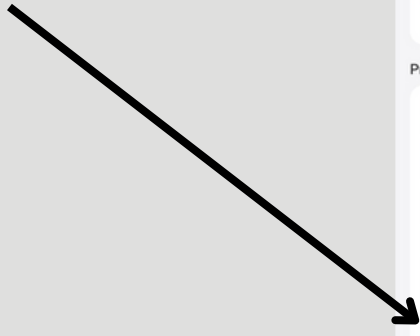


Next to the risk assessments, it will list the level of risk from low, moderate to high and it is essential that this is read.



How to Access Care Plans and Risk Assessments on Log My Care

To access important documents for the clients, you need to go back to the home page. Then click the clients profile that you want to access. Once on this page, click the documents



This will then take you to the documents that are attached to the client and you will be able to view documents such as safer risk plans and initial assessments.