

Client Property List Information

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When your child comes to stay at Lady Lawley Cottage (LLC), he/she will need to bring his/her own clothes, equipment, medications, feeding formulas, toiletries, and nappies.

Please list all items prior to arrival. At LLC, a “Client Property List” form is available on request if you do not have one prior to check-in. Please place the completed list in the suitcase and ensure **all items are clean and clearly labelled or marked for easy identification**. Unfortunately, LLC cannot accept any responsibility for unmarked and unlisted clothes, equipment or other items.

Completing the Client Property List prior to your arrival will assist with your check-in process. Please list every individual item on the Client Clothing List.

CLOTHING

- Clean and clearly labelled
- Appropriate for the weather of the season
- Enough clothes to cover the duration of your child’s stay at LLC, plus one extra day.
- A hat for sun protection and bathers if appropriate
- Closed in shoes so your child can participate in all activities.
- A bag for soiled clothes. (Please send a cloth bag or pillowslip rather than a plastic bag.)

Note: If your child soils his/her clothing, LLC staff will rinse out urine soiled clothing and send home in a separate bag. Faecal soiled clothes will be sent to our laundry contractor, due to our Infection Control Policy. We will return them on your next visit.

EQUIPMENT to support any specialised needs can include:

- Incontinence aids (e.g., nappies, pads) enough to cover the duration of your child’s stay
- Car straps if child travels in the car in a wheelchair
- Hoist sling if child uses a hoist
- Any splinting – AFOs, hand splints, body brace
- Walking frame
- Wheelchair and insert
- Feeding equipment – spare gastronomy button, feeding tube, Kanga pump

FORMULAS AND SPECIAL FOODS should include:

- Any foods which would not normally be catered for by the kitchen; please ensure they are in their original packaging and uncooked.
- Enough to last the duration of the stay at LLC.

TOILETRIES should include:

- Toothbrush
- Toothpaste
- Hair brush or comb
- Shampoo and conditioner (if needed)
- Sanitary requirements
- Deodorant (if needed)

ADDITIONAL ITEMS may include:

- Soother
- Favourite toy, blanket, pillow

Client Property List Information

MEDICATIONS

Lady Lawley Cottage is committed to ensuring the highest standards of services and medication safety. Therefore we would like to advise you of some of the main medication safety points that must be considered prior to your child's visit at LLC.

Blister/Webster Packs

All prescription tablets/capsules need to be dispensed by a Pharmacist into a Blister/Webster pack to ensure the correct medication regime for your child. Most pharmacies will do this for a small fee. Please note the following before your child's visits to LLC.

- If there has been a recent change or addition to the medications, they will be **temporarily** accepted by LLC staff at Check-In, provided they are in the original packaging and labelled appropriately with your child's name, dosage, administration instructions and expiry date by the dispensing Pharmacist. You will need to have them included in the Blister/Webster pack by the next stay.
- If your child is attending holiday camp please follow the instructions from your Team Leader.

Medication Signing Sheets

A Signing Sheet, available from the Pharmacist who dispenses your child's medication Blister Packs, **must** accompany medications at each visit. A new Signing Sheet will be dispensed by the Pharmacist upon request with each Blister Pack.

Emergency and occasional medications

If your child is prescribed a medication that is required in an emergency, or on an occasional basis (Paracetamol, Microlax enemas, Midazolam, Epipen, etc.) please ensure that the following is in place:

- **That the medication is provided at every visit, even if has not been required recently.** *
- That the medication, where appropriate, is contained within a "PRN" Blister Pack. Please ask your Pharmacist if this is appropriate for your child's occasional use medications.
- That where the occasional use medication cannot be packaged in a PRN Blister Pack, it is contained within its original packaging labelled correctly with your child's name, dose, administration instructions and expiry date.
- That the medication has **NOT EXPIRED** and is in date (LLC can not accept expired medication)

***NOTE: LLC does not keep occasional or emergency medication such as Midazolam in stock on LLC premises. Midazolam is a prescription only medication and is the responsibility of a parent to provide at every visit once prescribed. LLC cannot accept your child to Day / Residential Respite or the Holiday Camps if this medication is not provided.**

The team at LLC is focused on continuous improvement – periodic review of our processes, policies and procedures is part of positive change. We appreciate your support and partnership which enables us to provide the best care for your child. A LLC Medication Chart is provided for completion by your child's prescribing Doctor PRIOR to his/her first stay. However if you have any queries regarding anything related to your child's medication, please do not hesitate to contact the Clinical Support and High Needs Unit Manager, Aoife Field