

#### SCHEDULE 4

Regulation 17(2)

##### OTHER RECORDS TO BE KEPT IN A CARE HOME

1. A copy of the statement of purpose.
2. A copy of the service user's guide.
3. A record of all accounts kept in the care home.
4. A copy of all inspection reports.
5. A copy of any report made under regulation 27(4)(c).
6. A record of all persons working at the care home, which shall include in respect of an individual falling within regulation 19(1) the following matters—
  - (a) his or her full name, address, date of birth, qualifications and experience;
  - (b) a copy of his or her birth certificate and passport (if any);
  - (c) a copy of each reference obtained in respect of him or her;
  - (d) the dates on which he or she commences and ceases to be so employed;
  - (e) the position he or she holds at the care home, the work that he or she performs and the number of hours for which he or she is employed each week;
  - (f) correspondence, reports, records of disciplinary action and any other records in relation to his or her employment.
7. A copy of the duty roster of persons working at the care home, and a record of whether the roster was actually worked.
8. A record of the care home's charges to service users, including any extra amounts payable for additional services not covered by those charges, and the amounts paid by or in respect of each service user.
9. A record of all money or other valuables deposited by a service user for safekeeping or received on the service user's behalf, which—
  - (a) shall state the date on which the money or valuables were deposited or received, the date on which any money or valuables were returned to a service user or used, at the request of the service user, on his behalf and, where applicable, the purpose for which the money or valuables were used; and
  - (b) shall include the written acknowledgement of the return of the money or valuables.
10. A record of furniture brought by a service user into the room occupied by him or her.
11. A record of all complaints made by service users or representatives or relatives of service users or by persons working at the care home about the operation of the care home, and the action taken by the registered person in respect of any such complaint.
12. A record of any of the following events that occur in the care home—
  - (a) any accident;
  - (b) any incident which is detrimental to the health or welfare of a service user, including the outbreak of infectious disease in the care home;
  - (c) any injury or illness;
  - (d) any fire;
  - (e) except where a record has been made under paragraph 14, any occasion on which the fire alarm equipment is operated;

**Status:** This is the original version (as it was originally made).

(f) any theft or burglary.

**13.** Records of the food provided for service users in sufficient detail to enable any person inspecting the record to determine whether the diet is satisfactory, in relation to nutrition and otherwise, and of any special diets prepared for individual service users.

**14.** A record of every fire practice, drill or test of fire equipment (including fire alarm equipment) conducted in the care home and of any action taken to remedy defects in the fire equipment.

**15.** A statement of the procedure to be followed in the event of a fire, or where a fire alarm is given.

**16.** A statement of the procedure to be followed in the event of accidents or in the event of a service user becoming missing.

**17.** A record of all visitors to the care home, including the names of visitors.