

### SCHEDULE 3

Regulation 17(1)

#### MATTERS TO BE MONITORED BY THE REGISTERED PERSON

1. In respect of each service user cared for in the day care setting, compliance with the written care plan for the care of the service user.
2. Daily menus.
3. All accidents and injuries sustained in the day care setting.
4. Complaints in relation to service users and their outcomes.
5. Any allegations or suspicions of abuse in respect of service users and the outcome of any investigation.
6. Recruitment records and conduct of required checks for new workers in the day care setting.
7. Visitors to the day care setting.
8. The use of measures of restraint in respect of service users.
9. Risk assessments for health and safety purposes and subsequent action taken.
10. Medicines, medical treatment and first aid administered to any service user.
11. Duty rosters of persons working in the day care setting, and the rosters actually worked.
12. The day care setting's record of events and complaints.
13. Fire drills and tests of alarms and of fire equipment.
14. Records of appraisals of persons employed and the training and development plan.
15. Minutes of management meetings.