

Practice Bulletin



Service Absence / Holiday Planning

Planning for people's holidays / service absence from HOME sites is a central part of service delivery.

The **Service Absence / Holiday Planning Checklist (QF 1100.20)** is in place to support people to plan and prepare for their absence from a site and to support the family/friends/other service providers who will be providing support during this absence. This document is completed each time a person has a planned service absence/holiday. A copy is maintained on file and a copy is provided to the family/friend/other service provider.

Key Planning Steps:

- Confirm departure and return dates
- Medication requirements have been clearly communicated between each party
 - Provide a copy of the Medication Summary where required
 - Communicate any details about medication side effects that need to be monitored
- Sufficient supply of medications, including PRN's, is available for the duration of the absence.
 - This should be clearly labelled
 - Any specific storage instructions are communicated
 - It would be best to supply some additional medication stocks in case an absence is extended unexpectedly
- Relevant contact details are available, e.g. EF contact, Doctor, Emergency Contacts, etc.
 - Provide a copy of the Medical Information Authorisation where appropriate
- Ensure any assistive technology is made available (e.g. seizure mats, iPads, etc)
- Provide comprehensive details of customer support requirements
 - Provide a copy of the Individual Support Plan and Behaviour Support Plans, where required and with customer/decision maker approval.

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