

THIS IS HOW IMPORTANT YOUR VOICE IS THROUGH THE NOTES

- These Daily Notes are the outward facing professional documentation from Apex about tangata. They can be used in a court of law. Enter your Notes, understanding that your audience isn't just Apex or the Social Worker. There are a lot of people who receive these and don't know the ins and outs of what you're meaning.
- Please write these as professionally as you can – no text speak, remember your commas and full stops. And we do understand that this isn't every one's skill base – just do the best you can.
- Be clear and concise.
- Re-read what you wrote – how you meant them may not be how they are read. We see this often with context missing, and this means people make assumptions that may not be accurate. Keep personal observations for the Office in the last part of the Notes.
- We will also remove swear words – keep your language with tangata clean and we won't have swear words in the Notes. Tangata swearing can be captured, but we have no expectation for you swearing in person with the tangata, or in the Notes.
- We will keep your original documentation on file – if your notes need to be altered for a reason, we will amend the final version. This is not in an attempt to deceive the customer, it's to ensure the Notes are factual and legible.
- They become a legal representation from Apex Care once they are sent by our office.

Some tips on writing good Notes:

- Stick to one event per line
- Use brief sentences which covered what happened
- Work through sequence of events clearly

Below is an example of how you can write your daily notes:

Tangata whaiora Name - First and Last*:	Jane Dow
Kaimahi / Your Name*:	John Doe
Date of support provided*:	13/11/2024
SHIFT TIMES: • PLEASE USE THE 24 HOUR CLOCK e.g. 0700-1500 etc. Do NOT use am or pm. • If you wish, you can also include the sleepover notes as part of the day's Daily Notes e.g. 0600-2200 hrs / sleepover 2200-0600 hrs. • However, you cannot amalgamate all your shifts into 1 - each day is separate. • Do not enter the amount of hours worked, specify the times. • Must match WIW - if not, please call 0800 255 000 and work out the discrepancy. *:	0830 - 1700 hrs
Customer's name e.g. ICAMHS, OT, TRT, Private - This is found on your WIW shift under position. Do not default to just any name as this can mean the notes going to the wrong customer. *:	OT
Location of support*:	8 Grace Avenue, Hamilton
Important Info for kaimahi e.g. appointments coming up, etc. *:	NA
Were all medications given as charted?*	Yes
Morning - meds given, dose and time:	Respiridone x1 1mg Ferro-tab x1 200mgs Lo-Oralcon20 ED 100+20mcg

Time:	08:00 AM
Lunch- meds given, dose and time:	na
Time:	
Dinner/Tea - meds given, dose and time:	na
Time:	
If meds refused / not taken, please enter why? :	na
You can upload the Medication Signing Sheet here. This can be done last day of shift or on a Sunday:	
Breakfast*:	Weetbix
Lunch*:	Sandwiches
Dinner*:	Lamb chops, potatoes, veggies, jelly
Snacks / Water:	Crackers, 1 litre water
DAILY NOTES*:	<p>0800 got up and had breakfast 0815 had a shower and got ready for school 0845 left for school in OT car with OT driver 0930 received call that JD is upset and needed picking up. Organised to use the OT car and left Apex 0800 # know. 1000 got to the school and spoke to the Principal. Apparently there was a disagreement with another child at the school. 1010 picked up JD and went back to the whare. Very upset and was happy to leave. 1020 got back to whare and we spent time engaged in a game. Encouraged JD to let me know why she was upset. She opened up that the other girl was mean to her and called her names. She wanted to hit her but chose not to and wanted to leave. 1045 JD had a snack whilst I wrote up the Incident Report 1130 we went for a walk to the park and had a great time expending some energy Etc etc</p>
Taha Hinengaro / Mental Wellbeing NOTES: Examples are: Distress signs, early warning signs, anxieties, feelings/emotions:	JD has been having emotions of jealousy and upset at herself for feeling this way. We are working through this with her with reassurance and prompting. Good that she resisted getting into a fight.
Taha Hinengaro / Mental Wellbeing RATING:	5
Taha Tinana / Physical Wellbeing NOTES: Examples are: Physical appearance, hygiene, clothing, health concerns e.g. wounds, any medical symptoms of concern like pain, vomiting, urinary frequency, diarrhoea etc., nutrition:	Washed, went to the bathroom.
Taha Tinana / Physical Wellbeing RATING:	6
Taha Whānau / Social Wellbeing NOTES: Examples are: Whānau contact, community contact, appointments.:	Principal said she was ok till other girl made a comment. JD usually enjoys school. Upset she's missing out - let's see how tomorrow goes.
Taha Whānau / Social Wellbeing RATING:	5
Taha Wairua / Spiritual Essence / Environmental Wellbeing NOTES: Examples are: Home and surrounds, health & safety:	She is happy at the whare and at school.
Taha Wairua / Spiritual Essence RATING:	6