



Breakaway

Guidance for waking night staff

Policy Owner:	Ranbir Sidhu (Registered Manager)
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Policy Summary:

Regulations 6, 7, 10, 12, 13, 23, 24, 25, 31, 32, 37 of the Children's Homes Regulations 2015 including the Quality Standards



A hands-on approach to help children in Slough be
..... Safe, Secure and Successful

Waking Nights is: 'Where a member of staff on duty at night in the home remains awake and fully alert, supervising the premises and the children at all times throughout the night'.

Associated Policies:

- Medication Policy
- Fire Safety Policy
- PEEPs
- Monitoring and Surveillance

The waking night staff checks the petty cash, engage in handover meetings before and after their shift and are responsible for walk around at each handover. The waking night staff are to ensure that all of the building is secure. All external doors are locked at all times to ensure the safety of the children but will release if the fire alarm sounds. All windows are to be closed and locked. All waking night staff must have read and understand the care plans, risk assessments, positive handling plans of all the children and also fully understand the fire procedure and associated policies. The fire person during the night is the waking night staff person and waking night staff should participate in a fire evacuation drill every six months. Waking night staff must ensure that door alarms are on for children in the building who have their bedroom doors closed at night and they must have the pager on their person throughout the shift so they hear as soon as a bedroom door is opened.

If any accidents or incidents occur during the night it is the waking night staff's responsibility to complete any relevant forms and email to the management and of informing the Shift Leader on the a.m. shift. The child's parents/ carers will need to be informed either at the time (if deemed a serious incident) or the following morning. The Team Leader/ Manager on call is to be informed if it is a serious accident/incident (on call management on the rota) and will be able to offer advice and support. A body chart would also need to be completed if required.

There would always be a person sleeping in during the night or another waking night staff person on duty to be called on should there be any incidents during the night where the waking night staff person feels they need assistance.

The waking night staff are to administer medication once they have been on Administration of Medication training and undertaken Breakaway's Administration of Medication in-house training. Emergency medication for Epilepsy can be administered once Epilepsy Awareness, Buccolam training and the child's Epilepsy Care Plan training has been completed. All night staff are to follow policies and procedures when administering medication.

Waking night staff are to record all their observations on the child's Daily Log sheet in the waking night section electronically.

Waking night staff are to try and ensure that all children are asleep, if not asleep, monitored.

Any child who wake during the night and come out of their room, unless it is to use the toilet, must be encouraged back to bed. TVs are not to be switched on, toys should not be played with, it is the night and the child need to have it reinforced that it is time sleep, not playing time.

Children are not to be given food during the night, they can be offered a drink of water should they want a drink.

Night staff must check all children who have Epilepsy every 20 minutes and the other children every half an hour unless they have written consent on their file that states checks can be less frequent. The staff member must complete each individual child's night check sheet after each check has been completed.

Some children would need support with their personal care during the night.

All night duties are to be carried out once the children are asleep. Any duties not completed must be handed over to the a.m. shift leader stating the reason why they were left.

Waking night staff are to ensure that their handover sheet is thoroughly completed throughout the night shift.
Waking night staff to ensure the night time routine of children's sheet is up to date.

No smoking is allowed during the night.

There will be unannounced spot checks undertaken by Management.