



**SAFETY HUDDLE MEETING**

<b>HUDDLE LEAD</b>		<b>DATE:</b>	
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<b>STAFF PRESENT</b>	
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STAFFING	B7	B6	B5	B4	B3	B2
PLANNED						
ACTUAL						

SICK	AL	DO	SL

PROSPECTIVE WEIGHTING			
RED	AMBER	YELLOW	GREEN
RETROSPECTIVE WEIGHTING			
RED	AMBER	YELLOW	GREEN

<b>PRIMARY CONTACT FOR TODAY</b>	
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<b>DISCUSSED PRIORITY PATIENTS</b>	YES	NO	
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PATIENT	PROBLEMS	ACTIONS	BY WHOM	BY WHEN

<b>PRESSURE ULCERS</b>	YES	NO	
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PATIENT	PROBLEMS	ACTIONS	BY WHOM	BY WHEN

<b>PALLIATIVE PATIENTS</b>	YES	NO	
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PATIENT	PROBLEMS	ACTIONS	BY WHOM	BY WHEN

<b>HIGH RISK PATIENTS</b>		YES	NO										
PATIENT		PROBLEMS				ACTIONS				BY WHOM		BY WHEN	
<b>SENIOR REVIEWS</b>		YES	NO										
PATIENT		PROBLEMS				ACTIONS				BY WHOM		BY WHEN	
<b>CATHETER RELATED ISSUES</b>		YES	NO										
PATIENT		PROBLEMS				ACTIONS				BY WHOM		BY WHEN	
<b>DAYS / OOHs SAFETY HUDDLE HANDOVER DISCUSSED</b>				YES	NO	<b>IF NO WHY?</b>							
<b>ACTIONS FROM YESTERDAY</b>		YES	NO	<b>PATIENT NOTES/ PRESCRIPTIONS SHEETS/ ETC HANDED OUT</b>				YES	NO				
LONE WORKER DEVICE ALL STAFF COMPLETED STATUS CHECK		YES	NO	CHARGED AND WORKING				YES	NO	ACTIONS/ REASONS IF NO			
<b>ANY OTHER BUSINESS / ACTIONS FOR THE DAY</b>													
Jane Hulme/ Debbie Caulfield July 2016												©	V8 May 2017