



*"People
helping people
help
themselves"*

Michael R. Pence, Governor
State of Indiana

Division of Disability and Rehabilitative Services
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
1-800-545-7763

Holiday Season Health and Safety Awareness Handout

Recommendations:

- Provide family members/friends with a written copy of all risk plans.
- Have staff review the risk plans with family members/friends prior to leaving with the individual.
- Provide the family members/friends with emergency contact information for the provider in the event questions or concerns arise while the consumer is in their care.

Assisting Families:

- Dining Plan and Visit Preparations should include, but are not limited to:
 - The person's diet, including texture of food items (e.g., pureed, chopped ½ inch cubes, etc), prescribed consistency of any liquid (e.g., nectar thick, honey thick, etc.), size of food items (e.g., pieces the size of a quarter, etc.), list of any food items that should be avoided (e.g., hot dogs, peanut butter, hard/firm fruit, etc.).
 - Instructions on how to prepare the diet which may specify items such as the use of a food processor for a pureed diet or how to make liquid nectar thick.
 - The optimal position while eating (90° upright in a chair, etc.) and after eating (remaining 90° upright in a chair for 60 minutes after eating, etc.).
 - Any behavioral precautions to ensure safety during meals/snacks/medication administration (e.g., strategies to slow down the rate of eating, reminders to not talk with his/her mouth full, avoiding distraction, etc.)
 - Explanation of the level/type of supervision needed during meals/snacks/medication administration (e.g., sit on the person's right side at the table while he/she is eating, etc.)
 - Caution should be taken to ensure food items that have not been prepared in the correct texture/consistency are not available (e.g., whole rolls sitting in a basket on a kitchen counter when the person's food should be presented in quarter size pieces, leaving items in a trash can/waste basket accessible to the person, etc.)
 - List of any adaptive equipment/utensils to be used to promote safe mealtime/snack time/medication administration experiences.



- Ensure the family member/friend have the necessary adaptive equipment, they know how to use it, and can assist the person in using it.
- Ensure the family member/friend have the correct thickening agent if required.
- Fall Prevention Plan and Visit Preparations should include, but are not limited to:
 - Information on how the person ambulates and any adaptive equipment needed (e.g., cane, walker, wheelchair, gait belt, stand-by physical assistance, etc.).
 - Information on how the person transfers (e.g., one-person assist, two-person assist, etc.).
 - Information on the assistance level required for showering/bathing/toileting and additional equipment needed if necessary (e.g., shower chair, raised toilet seat, grab bars, etc.).
 - Ensure there is adequate lighting both indoors and outdoors.
 - Place personal items (e.g., purse, wallet, commode, cane or walker, etc.) within easy reach.
 - Encourage the person not to carry items (such as a heavy purse, etc.) that could result in a loss of balance.
 - Ensure all indoor and outdoor areas are clear of unsafe clutter, obstacles, and loose rugs.
 - Ensure there are no blocked exits.
 - Ensure cords from electrical devices are tucked away so they do not cause someone to trip/stumble.
 - Use a night light during bedtime hours.
 - Provide the person with extra hands-on assistance when walking in snow, ice, sleet, etc.
 - Keep outside walks and steps clear of ice and snow, and indoor areas dry.
 - Wear footwear that helps provide traction (e.g., non-slip soles are preferable).
 - Wipe shoes/boots upon entering a building.
 - Utilize floor mats indoors and outside.
- Medication Administration Record/list and visit preparations should include, but are not limited to:
 - Provide the names of each medication.
 - The dosages of each medication and the times to give each medication..
 - Specific instructions on how the medication should be given (e.g., by mouth, whole, crushed, with food, with applesauce, with water, mixed with water, on an empty stomach, via feeding tube, etc.).
 - Provide a list of any potential side effects of each medication.
 - Provide instructions on how to store each medication.
 - Ensure unused medications are returned to the Provider or consumer's home in the original container, along with the Medication Administration Record.
 - Ask the family/friend to inform house staff when the last dose of each medication was given to the person.