

CONVENER'S NOTES PAGE

This page is provided to make it easier to capture notes about who attended your session, what happened in the meeting, and what can be done next.

RED FLAG ISSUE: – Health and Safety

- **Medication Issues**
 - **Improper or lack of medication administration training/validation (81)**
 - **Improperly stored medications (5)**
 - **Trained but not with APD approved trainer (3)**
 - **Medication error (1)**
 - **Staff had not signed off on medications (1)**
 - **Tube feeding without proper training (1)**

- **Lapse in vehicular insurance, registration, or driver's license (103).**
- **Locked or blocked doors (7)**
- **Improper restraint use (2)**
- **Miscellaneous**
 - **Broken chairs**
 - **Broken windshield**
 - **Excessive dust and dirt**

CONVENER(S):

(Person who is taking notes and will present back to group. Please select a person from the group for this role.)

GROUP PARTICIPANTS:

(Please pass this around the circle during your session so that everyone can sign it.)

SOME QUESTIONS to CONSIDER:

What potential problems can result from health and safety alerts?

SUMMARY OF KEY POINTS, CONCLUSIONS

NEXT STEPS: