# Reablement Files

**Westmorland and Furness Care Services**

## Policy

To ensure all active individuals files and confidential documentation are kept in a secure lockable cabinet in a systematic order.

## Procedure

1. Documents held in the individual’s home are developed and issued by an Adult Social Care practitioner.
2. Documents held in the office should be accessed via the IAS system.
3. Once the individual has completed the reablement programme, the file held in their home must be returned to the main office and archived according to the archiving procedure.

**It is Westmorland and Furness Care Services responsibility to ensure these documents (\*) are in place prior to the commencement of service. If not, the carer must inform the supervisor / office immediately who must inform Adult Services.**

* Front sheet\* (which includes individual name & contact telephone number).
* Reablement Guide
* Reablement / Support Plan \*
* Risk Assessments
* Medication
* Weekly review sheets (IAS)
* Communication sheets \*
* Any other information