

# Guide for new staff – Dylan Reid



Hello, my name is Dylan and welcome to my home! I prefer if people call me D. When I get to know you, you might get a nickname too.

I am an 19-year-old, young man and I live at 79 Wyndford Avenue, Uphall, Broxburn.

My Personal Support Plan contains all the information about me, what I like to do, how you can help me and my plans/goals, and much more. This is a black folder which staff can show you and let your read, I prefer if you read this when I'm not with you.

It's important for you to read this to get to know me as well as possible and to support me in the best way when you're with me. You can ask other staff about me, but I can tell you about myself too! Remember this is only a quick guide, so you really do need to read the plan!

## **Staff**

I also have a small yellow folder with pictures of the team of Autism Practitioners that work with me and some information about them. These are the people that keep me happy, healthy and safe.

The manager of my service is Stevie, he is a Senior Autism Practitioner. I don't have a nominated key worker yet, but my staff are great at ensuring all important information is shared and that Stevie is kept informed.

My team look after me 24 hours a day and I always have 2 members of staff. I don't like having more than 2 staff members in at a time, so I like staff to handover quickly. I like staff to say hi/bye if I'm around, if not I don't mind if they leave or come in and go straight to the staff room to handover. An

important thing is that I only like one person talking to me at once as 2 can get overwhelming and confusing and hurt my head. I call my team my friends and I like having a relaxed and fun time, I don't like when staff are serious or strict. My staff take me out to do all different activities, often the library which I really enjoy and being outdoors. I also just like to talk to them about the things I like, I like to chat and have banter!

## **Family**

I visit my Nana (Linda) on a Monday from 3pm-7pm to have dinner, she often gives me trifle as a treat. I then visit my Mum (Pam) and Dad (John) from 3pm-7pm on a Saturday for dinner, my Mum makes the best Spaghetti Bolognese. Every second week I stay at Mums, I get dropped off at 3pm on the Saturday and picked up at 7pm on the Sunday. I enjoy my overnights, I get to see my sisters Amy and Sophie, and my dog Sasha. I sometimes also get to see my big brother Jordan, who I call 'square-head', he's in the navy so he's not always home. When I travel to Mum's or Nana's, I prefer to go in a car, and I always sit in the back seat behind the passenger.

## **Medications**

I take medication 4 times a day, this can be tricky to remember but I'm great at reminding staff and asking. These medications do different things but the main thing they do is keep me happy, safe and healthy.

I normally like to take, then half an hour early which is okay and just with regular water. I'm also good at taking my inhaler and keep a spare one in my backpack. My team are well-trained and good at giving me my medication.

Because you are new, it's a good idea to see how my staff do my medication, there are rules and procedures in place to make sure this is done properly. The 2 staff that are on normally do my medication together, but I just prefer 1 person to give me it – I will usually tell you who I want to give me my medication. Once I have it, staff record that they have given me it so that we can make sure I get it properly. It's probably easier to watch the other staff member until to understand how this works and how important it is to be done correctly. I have a folder called 'Meds' for this and it's blue.

## **Going Out and About**

My team are here to keep me safe, in my home and when we go out. I don't always know when things are dangerous, such as crossing roads, so it's important that staff help me. It works best when staff give me simple reminders as I'm quite good with places I know, but I find places I don't know very tricky. For example, I know the route to the library and always remember to check when I'm crossing – but I don't always do this and especially not with new places, so it's best just to make sure I'm okay.

Staff have things called 'Risk Assessments' which are lots of different documents that can help you to understand what things might be dangerous and risky for me. These help you understand more about me and how I see the world, so please read them to keep me happy and safe.

You can also read and refer to my Personal Support Plan as this tells you lots about my feelings, behaviour, and what to do when I'm feeling different things such as happy or upset. It will also give you information on how to help me feel better and recover and communicate with me. Sometimes I have a thing called a 'Meltdown' where I am really distressed and overwhelmed, there is information on what to do and how to help me in the Personal Support Plan. This is important because sometimes I might run-away or go outside to feel better, and staff need to help me to recover and avoid any danger.

## **Health and Safety**

Like the Risk Assessments, there are other important things to do to keep me safe – these files are all stored in my 'Health and Safety Folder'. These things are also legal requirements too – so be sure to make sure you keep on top of completing all of them!

They include:

- Fire Drills/Evacuation Plans
- Temperatures of my water and boiler – I'm pretty good with making my own baths but please still check.
- Smoke detector tests.
- You also need to be conscious about the safety throughout my home and things that might be dangerous like electric cables, hot drinks, my whiteboard in the office, incident forms and making sure the exit is clear.
- Food safety, this means that my fridge and freezer must at the right temperatures and kept clean, as well as properly preparing and cooking food – please always check dates too!

## **Daily Log and Communication Book**

There is a lot of paperwork to do, but it's important to keep me happy and safe, and healthy! This includes my daily log and communication book. The daily log is a form that's on the computer that you fill out every day – don't worry, someone will show you. This records all about my day, as well as my meds count, petty cash count, what I've eaten, what I've been up to and if I've had bath. There is lots of room to write about my day so please put in lots of detail! You should also read over previous logs if you've not seen me for a few days, as well as have a brief handover with staff to make sure I'm doing okay.

I also have my communication book (the blue one on the desk), this is for remembering important things and for my staff to leave messages for each other like shopping, or my prescriptions might need collected! Always check this when you start your shift, just in case something important needs done – appointments are recorded in my diary (it's black and says 2020) but also sometimes in my communication book so check them both!

When you are with me at home or if we are out, please remember that my information is personal and confidential. This should be respected as I try to always respect staff and be kind, I would like my team members to be the same with me. You shouldn't be talking about me to anyone else either.

Thank you for respecting me and my personal information.

## **My Opinion Matters!**

I really like to be involved, I like my team to advise me and guide me, but I make decisions for myself. I chat to my team regularly and often, and I like to talk about my feelings, so I don't have a meltdown or get upset. I am very vocal! I love to talk so please talk with me! But also, please respect my decisions and opinion.

I have review meetings where all the people I care about including my team, Stevie, my Family and some other organisations such as Social Work and my Doctor check in to see how well I'm getting on. I would like you to keep me involved and share my feedback how I'm feeling. It's important because

my care and support is about me! The more you get to know me, the more you can get involved too and share your comments and observations.

### **The House**

I have a flat, and I'm on the first floor. My front door has a bell but please don't use it as unexpected loud noises can give me a fright. When you start the shift just come right upstairs. The bathroom in the first door at the top of the stairs and next door is the kitchen. On your right is the staff room and straight ahead is my livingroom and my room is through the livingroom.

I prefer for new team members to stay in the staff room until I'm comfortable with them looking around the flat – but I don't mind you using the toilet and kitchen to make your meals. But my bedroom and livingroom are my private, safe spaces so please respect that.

The staffroom has a locked drawer to keep the team laptop safe, there is also a fridge to store most of my food (and yours too, just be clear and label it so I know it's yours). There are also some comfy chairs. This where staff are if we aren't out and about, and I like to come through and chat with staff too. My fridge is there because sometimes I eat too much and things I can't eat that need cooked, I'm also trying to lose weight so staff make healthy yummy meals for me. But I make my own cereal for breakfast! There is also a locked cupboard for my medication, cleaning supplies, money and folders.

I have my bathroom and usually run my own baths but it's best to check the temperature as I can't tell when it's too hot. I have lots of nice aftershaves and shower gels, staff keep some of the shower gels in my cupboard as I have quite the collection as I like to smell good!

In my kitchen is where my food gets made and my clothes get washed and dried. Staff do this but I'm great at putting my dirty clothes in the basket. I make my own cold drinks; I sometimes need a hand with hot drinks. My cooker can be tricky to use at first so a team member will help you out.

My livingroom is where I spend most of my time, I like to game on my Xbox, and watch movies. I also like to watch the news. I have a lot of figures and toys that I play with too and I read lots. My Nana is a Jehovah's Witness, so I sometimes like to read the Bible. Sometimes I invite staff in for a chat or to watch something, but please don't pressure me to do this. On the right is the door and that's where my bedroom is. My bedroom has my clothes and my bed, as well as my books and all my favourite teddies. These two rooms are my safe and private space so please don't come in unless I ask you to or I'm comfortable with you – this takes a bit of time. I always ask that ALL STAFF knock before coming in if my door is closed over.

### **Floppy Ears**

Floppy Ears is my best friend! She is my teddy I've had since I was a baby, she's a dog and she's very cheeky! Floppy likes to join in conversations and tickle me with her ears. I like to hit her ears off my head as it helps me feel better and happy, this might give you a fright the first time I do it, but it doesn't hurt and helps me. Floppy is very important to me so please respect her too!

### **Thank you!**

Thank you for choosing to be a member of my team, I hope that all this information helps you get to know me and how I am best supported. My team are great and happy to help if you have any questions. When I get to know you more, I'm also happy to answer questions – but always double check with staff as sometimes, I don't know that answer!

I hope you have a fun time working with me, it is supposed to be a fun house after all! I can't wait to get to know you and become good friends.

From Dylan Reid – remember I like to go by D!