



# Saint John of God Kerry Services

Hospitality - Compassion - Respect

08

## Staff on Night Duty Policy and Procedure

Saint John of God Kerry Services

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# Policy and Procedure

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## 1. The Purpose

This Policy and Procedure has been developed to provide guidance to staff on night duty within residential and respite services within Saint John of God Kerry Services.

## 2. Scope

This document has been developed to provide all employees within Saint John of God Kerry Services with an understanding of the minimum expectations of night staff to fulfil their night duty role within Saint John of God Kerry Services.

## 3. This Policy and Procedure applies to all Staff disciplines across Saint John of God Kerry Services working on night duty in residential & respite services.

## 4. The Person in Charge/ Supervisor and all staff working on night duty will be aware of duties relevant to the residential house / unit.

## 5. All night duty is WAKING night duty and it is the responsibility of all staff to adhere to this principle.

## 6. If a staff member witnesses any other staff member asleep on duty or unable to fulfil their duties due to lethargy it is the observing staff member's responsibility to report this immediately to the Supervisor on Duty or the Person on Call.

## 7. Staff will be familiar with routines of service users prior to bed.

## 8. All staff will receive a handover on service users and current issues relating to the safe running of the area through the handover report and sign off the appropriate handover book at the beginning and end of each shift.

## 9. The night duty staff member will undertake nightly service user checks and recording of sleeping patterns as per service user profile.

## 10. Increased frequency of checks may be required for some service users and those identified as requiring this support will have this documented in their individual plan.



11. All incidents in relation to service users will be reported to the night supervisor without delay.
12. Intimate Care needs of service users will be met by the night duty staff during the night.
13. Staff will carry out all Administrative tasks necessary.
14. Locally identified household tasks need to be carried out by the night duty staff member – see local checklist.
15. Safety checks including night time fire drills, fire safety register and fire safety checks will be carried out by the night duty staff member.
16. Service user files will be updated and reviewed during the course of the night working hours.
17. Reports on service users will be prepared for the end of shift handover.
18. Staff are not permitted to use devices such as personal laptops, iPods/other music devices or personal mobile phones while on duty.
19. Private study, revision, literature reviews and/or research cannot occur without the express permission of the Programme Manager.
20. During a handover between shifts, the outgoing employee will be responsible for informing the incoming employee of any health, safety and welfare concerns (see Saint John of God Kerry Services' Handover of Information across Shift Patterns Policy and Procedures).

