



Minimbah News

November 2011

Welcome from the General Manager

Welcome to the November issue of Minimbah News.

This edition includes some practical reminders about medication, injuries, hospitalization, personal items, lunch boxes and communication books. Thank you to the many parents and carers who already cooperate on these matters. We want to work as a team with you, together providing good care to clients and family members.

The Christmas holidays are rapidly approaching. Page 2 again includes a reminder about the shut down dates.

Christmas is a time of year when we conduct a fundraising appeal. We really appreciated your support last Christmas for program equipment and in June for the van purchases. You will receive our Christmas 2011 appeal letter during November. Please consider your contribution, noting that all donations over \$2 are tax deductible. We will also be having a Christmas raffle with excellent prizes.

You may find the item on P3 about the on-line directory of public toilets useful.

Joy Barrett– General Manager

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Christmas Dates

Weekday Programs

Saturday 12 November 2011

Gingerbread Fun Day

Friday 16 December 2011

Client Christmas Party and last day

Wednesday 11 January 2012

Clients Return

Saturday Care

Saturday 17 December 2011

Saturday Care Christmas Party and last day

Saturday 14 January 2012

Saturday Care resumes

The office will be closed from Tuesday 20 December 2011 to Monday 9 January 2012.

reach
for the stars

disability athletics carnival

Friday 16th September 2011 — Blacktown Olympic Park, Rooty Hill

Pictures from the Carnival



Welcome to Amanda Murphy

Amanda Murphy has joined Minimbah staff in the position of Development Officer. Her role includes some of the duties previously undertaken by Michelle Saville. She will also help the General Manager with the preparation of tenders and submissions.

Amanda previously worked at Ability Options, an employment support agency for people with disabilities and she is already well known to many people at Minimbah.



Are you aware of this website?

<http://www.toiletmap.gov.au>

Look up public toilets by post code
Plan trips by toilet stops
Identifies wheelchair access
Identifies drinkable water
Hours of operation, parking etc



Example of Local Entry



Brush Farm Park

Lawson Street, Eastwood

Open: Mon-Thu 7am-10pm

Fri 7am-11:30pm

Sat-Sun 7am-6pm

The National Public Toilet Map is also available for Apple's **iPhone**. Just go to the App Store on your iPhone or use iTunes to download the National Public Toilet Map App. It's free.



Medication / Injuries / Hospitalisation

Please notify us of any changes in **medication**, even if what we need to dispense has not changed. This will give us a better understanding of changes in mood, behaviour and energy levels., so that we can provide good care to the client and provide you with feedback on the impact of the changes.



We would appreciate short explanations for any **obvious injuries**. This helps us to distinguish between accidental injury and potential abuse, so that we can respond appropriately. Note that you will always receive an incident report for any injuries sustained at Minimbah, or observed by us.

It also helps if we are aware of any hospitalisations, even on days when the client would not normally attend Minimbah.



Personal Items

We take great care of personal items– lunch boxes, drink bottles, jackets, bags and everything else– at Minimbah. It is, however, very difficult to keep track of the property of 50 clients.

Please put name tags on EVERYTHING that might get lost– either the client's name, or a house name for shared property.

If you find the property of others in a bag, please return it to us so that we can send it on its way to the right place.



Lunch Boxes

Most days we wash client lunch boxes and drink bottles, in the interests of hygiene. However, this is not something we can undertake to do every day. The primary responsibilities of staff are engagement with clients and their personal care. Washing up is an extra duty that takes third place.



Please check bags each night. It is an unfortunate reality that bags sometimes come back with the sticky debris of yesterday's pureed food or uneaten sandwich. Your cooperation will be greatly appreciated.

Communication Books

We write in the communication books each day, reporting the events of the day, or any matter that we need to pass on. We usually do this with the client, reminiscing about the day.

It is very helpful if you also write in the book– something good that has happened, a bad night, some change in health and so on. The books work best when they are 2 way.

