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| **DAILY TASKS** | | | |
| **1** | LINEN TO LAUNDRY | **6** | OBSERVATIONS/CHECK ID BANDS |
| **2** | NAIL CUTTING | **7** | ACTIVITIES/ PHYSIO |
| **3** | TAKE PJS OUT AND CLOTHES FOR THE NEXT DAY | **8** | CLEAN GASTROSTOMY BOX |
| **4** | CHECK & TIDY TOP OF WARDROBES/TOLETRIES AND  RESTOCK NAPPIES | **9** | **CHECK RESUS TROLLEY** |
| **5** | CHECK SUCTION EQUIPMENT IN ROOMS |  |  |

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| TEAM LEADER | |  | | | **(EMERGENCY OFFICER (WIP NURSES’ STATION)** |
| ***NURSE*** | | | | | |
| **A** |  | | **E** | **(EMERGENCY OFFICER (WIP NEAR ROOM 5)** | |
| **B** |  | | **F** |  | |
| **C** |  | | **G** |  | |
| **D** |  | | **H** |  | |

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| TOTAL: |  |  |
| NAME OF CHILD | | BED | NURSE | SCHOOL | APPT | **NOTES** |
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| **DAILY TASKS** | | | |
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| TEAM LEADER | |  | | | **(EMERGENCY OFFICER (WIP NEAR Front Desk)** |
| ***NURSE*** | | | | | |
| **A** |  | | **E** |  | |
| **B** |  | | **F** |  | |
| **C** |  | | **G** |  | |
| **D** |  | | **H** |  | |

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| TOTAL: |  |  |
| NAME OF CHILD | | BED | NURSE | SCHOOL | APPT | NOTES |
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