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| **Staff allocation sheet for Protected Drinks Time** |

Aims:

* Drinks are served from a trolley to enable residents to choose from a variety of drinks.
* Residents are offered a hot and a cold drink from the Drinks Menu.
* Ensure every resident chooses and drinks at least one drink.
* Residents are supported and encouraged to drink.
* Drink refills are offered.

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| Date: |
| **Allocation** | **Role** | **Name** |
| HCA 1 | In charge of drinks trolley |  |
| HCA 2 | Assisting with drinks trolley |  |
| HCA 3 | Remains with residents in the lounge/dining room |  |
| HCA 4 | Answering bells and assisting with drinks trolley |  |

**HCA 1** – you will be in charge of the drinks trolley. Make sure it has copies of the Drinks Menu, all drinks stocked and enough cups for residents to have two drinks each.

**HCA 2** – you will work with HCA 1 to serve drinks and assist residents to drink. Remember to offer drink refills to residents.

**HCA 3** – you will remain in the lounge/dining room where you can encourage all residents to drink and assist residents who need help to drink. You can also take a drink from the trolley for yourself and drink with the residents. Remember to offer drink refills to residents.

**HCA 4** – you will be available to answer resident bells when needed. You will assist the staff on the drinks trolley, helping to assist residents to drink and offering drink refills to residents.

Note: For larger homes you might want to consider using more than one drinks trolley and allocating staff to each trolley.