

Short Breaks Guidance

Placements at Short Breaks Services

Service users and/or their representative will receive a pre-stay call by the relevant Short Breaks service prior to their date of stay. This process is to ensure the service maintains accurate details and information about service users and their current care and support needs.

Contact details for Short Breaks Services:

Name of Service	Location	Office Contact Tel Number	Mobile Contact Number	Email
Melton Short Breaks	Melton Mowbray	0116 3054200	07534 952151	MeltonShortBreaks@leics.gov.uk
Carlton Drive Short Breaks	Wigston	0116 3056789	07720 669136	Carlton.Drive@leics.gov.uk
The Trees Short Breaks	Hinckley	0116 3056662	07999 305875	LDHome.Trees@leics.gov.uk

Medication

All prescribed medications received by the Short Breaks service must be in the service users name, in date, and in its original packaging together with a clear pharmacy label. Medications received without a clear or legible pharmaceutical label may not be administered. In such events, the Short Breaks service will attempt to contact the service users representative or emergency contact and if necessary may cancel the short breaks arrangements if prescribed medications cannot be administered safely.

Cancellation(s) of a Short Breaks Arrangement

In the event that a service user is isolating at home due to exposure to Covid-19 or is suffering from other virus/viral infections in the community; or the service user is feeling unwell for any other reason; we ask that you contact the relevant Short Breaks service as soon as possible to reschedule the arrangements.

In the event that the Short Breaks service has an exposure or an outbreak of any kind, and the service is unable to provide a safe admission due to the impact to business continuity, it may be necessary for the service to **cancel the booking arrangements at short notice**. To minimise disruption, we will in the first instance consider alternative in-house short break services for agreed non-flexible stays only.

In the event that an alternative in-house Short Breaks service is unavailable or considered unsuitable; the service will work closely with the relevant individuals

including the Council's social work team in the aim to secure a suitable alternative arrangement.

Visiting Arrangements

There are no restrictions on visiting the service and or service users at our short breaks service during their stay. We advise that wherever possible, visits are pre-arranged with the service user, their consent obtained, and the service is notified prior to arrival in order that we can help facilitate your visit, if required.