# One sheet per role. The young person decides who gets one.

Each sheet holds only what that person needs to do their job. Hand over the sheet for their role and nothing else. The full record stays with the young person.

- The young person decides who gets a sheet. A parent may act for them when they agree.
- Write the date given and a review date on every sheet, and log it in the table below. That table is the paper version of the access log.
- Every line says where it came from. **Confirmed** means a clinician or the school signed it off. **Sam wrote this** means the young person did.
- Anything a professional might act on (allergies, medication, restrictions) carries a review date. Once it has passed, the line is out of date and the reader should check before acting.
- The account of what happened is a separate sheet (Sheet 12), given only to the people the young person has chosen. Every other sheet says so, so nobody needs to ask.
- When a sheet is no longer needed, ask for it back or for it to be destroyed, and note that in the table.
- This set is example data about a fictional young person. Replace it with the real record before any sheet is given out.

## Who has a sheet

Fill a row each time a sheet is handed over. Keep this page with the full record.

| SHEET | GIVEN TO (NAME) | GIVEN ON | REVIEW BY | RETURNED ON |
|---|---|---|---|---|
| **1. Paramedic** | | | | |
| **2. A&E doctor or nurse** | | | | |
| **3. GP** | | | | |
| **4. Pharmacist** | | | | |
| **5. Physiotherapist** | | | | |
| **6. CAMHS clinician** | | | | |
| **7. School safeguarding lead** | | | | |
| **8. SENCO or SEND caseworker** | | | | |
| **9. Alternative provision lead or tutor** | | | | |
| **10. PE teacher or sports coach** | | | | |
| **11. Youth or family support worker** | | | | |
| **12. Named recovery coordinator** | | | | |
| **13. What happened, told once** | | | | |
| **13. What happened, told once** | | | | |