

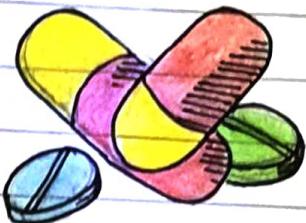
MEDICAL RECORD & DOCUMENTATION

UNIT 1

Unit 1

Medical Record

Documentation



1. ^{GDA} Aids a ^{GDA} prepare and maintain the medical record of the sick students who are coming to medical room to avail the services in school.

PERSONAL INFORMATION

FULL NAME	HARISH SINGH
ADDRESS	3 - 2 - 3A, HALL TOWN, LAXMAN AREA, UP
DOB	24 - 08 - 2005
AGE	8
BLOOD TYPE	AB +
ALLERGIES	-
MEDICATIONS	
MEDICAL CONDITIONS	GOOD

DOCTOR'S INFORMATION

DOCTOR'S NAME	MR. SURESH KUMAR KASHYAP
ADDRESS	LF - 5, MODEL TOWN GHAZIABAD
TELEPHONE NO.:	99988XXXXX

Teacher Signature

MEDICAL FORM

PATIENT INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	PRIMARY LANGUAGE	SOCIAL SECURITY
SINHA	RAHUL	DEV	HINDI	NO.: 0881

STREET	CITY	STATE	OK TO SEND LETTER	SEX
ADDRESS				
3-A	GAYA	BIHAR	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	MALE

DATE OF BIRTH	MARITAL STATUS	BLOOD PRESSURE	RESPIRATION RATE : 12 min	WEIGHT
25-07-2002	UNMARRIED	120 mm / HG	OK TO CALL	63 KG
			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

EMERGENCY CONTACT PERSON	NO. OF PEOPLE LIVING IN YOUR HOUSE
MRS. ANJANA	3

FAMILY HISTORY

<input type="checkbox"/> DIABETES	<input type="checkbox"/> HIGH BLOOD PRESSURE	<input type="checkbox"/> HEART ATTACK
<input type="checkbox"/> BLOOD CLOT	<input type="checkbox"/> CANCER	<input type="checkbox"/> MENTAL ILLNESS

ANY OTHER MAJOR CONDITION :

ARE YOU CURRENTLY BEING TREATED FOR MEDICAL CONDITION —

<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
------------------------------	--

Date

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Page No. 3

PAST MEDICATION (LIST OF ANY PAST ILLNESS)

NO PAST ILLNESS

SOCIAL HISTORY

YES NO

DO YOU SMOKE ?

YES NO

DO YOU USE ALCOHOL ?

YES NO

DOES YOUR PARTNER USE DRUGS ?

YES NO

WOULD YOU LIKE TO DISCUSS
YOUR PROBLEM ?



Sir Ganga Ram Hospital

Clinical Record File

Form # 03

Name:

Or put a sticker here

Ward / Bed

Reg No

Allergy

Write generic name (e.g. Paracetamol)

If patient has a BLEEDING DISORDER, metal implant, pacemaker, MRSA, HbsAg, or any viral marker positive, write them in the ALERTS box below

Alert

Blood group

Allergic reaction

Anaphylaxis, urticaria, bronchospasm, 'diarrhoea', etc.

Hist. of Blood Transfusion

Transfusion reaction?

Vulnerable Y N

Chief complaints

Since...

1

2

3

4

5

History of present illness

Do NOT include the past history, social history, smoking & other habits, previous operations and family history here. they should be entered further ahead.

Medication being taken at time of admission

Vaccination Status

2 Prepare Medical Record form for sick students who will come to medical room of school for getting help.

The various types of entries that are filled while filling medical form are -

1. Patient's identity information
2. chief complaints
3. History of patient's illness
4. allergies
5. Family History
6. past surgical histories
7. medications.
8. social history
9. review of system
10. physical exam

ROLE OF GENERAL DUTY ASSISTANT IN ELDERLY CARE & CHILD CARE



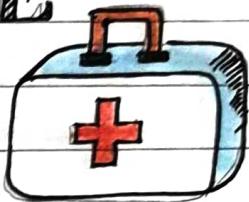
UNIT 2

unit 2

ROLE OF GENERAL DUTY ASSISTANT

IN ELDERLY CARE

& CHILD CARE



3 Create awareness about the myths and facts of elderly people on international day for elderly people.

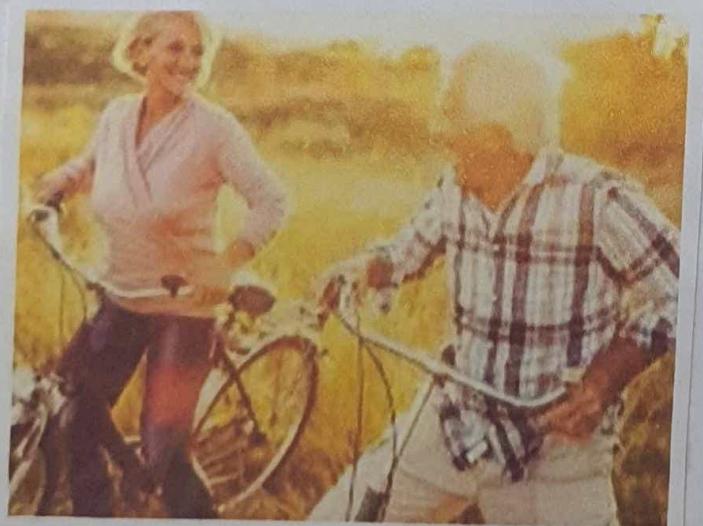
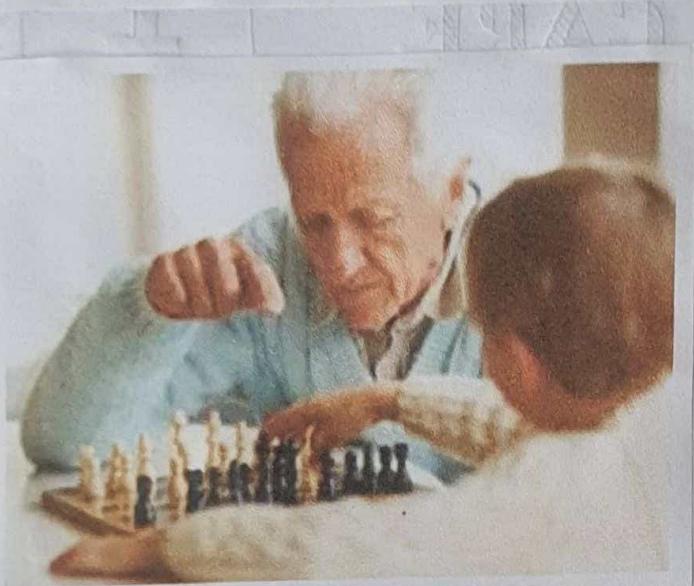
Myths about ageing of older persons are given below

i. all old people are the same.

ii. Old people cannot learn.

iii. Old people are forgetful.

iv. all old people will get confused and senile.



TO EGO
EZA YGID



- v. Old people are sick and frail.
- vi. Old people become sicker and sicker as they age.
- vii. Old people can't exercise.
- viii. Old people depend on others.

Socially, not all old people are lonely, alone and withdrawn.
They remain active.

Many old people remain active and involve with family, friends and others.



last



Students will present their views on different needs of elderly people.

My views about different needs of elderly people are -

- i. Older elderly people should keep meeting their relatives, and loved ones.
- ii. They should do ~~useful~~ pleasurable activities like going out with grandchildren, driving, dancing, etc.
- iii. They require adequate amount of food and calories.
- iv. They should intake easily digestible food.
- v. There must be an assistant with the elderly people who will assist them.

5 Write ways to encourage the young students to take care of elderly people who are living around us.

The various ways are -

i. MAKE CHANGES IN THE HOUSE

In case you plan on having your elderly ones plan in your houses.

These changes whether small or big can save you from so much trouble.

ii. SPENDING TIME WITH ELDERLY PEOPLE

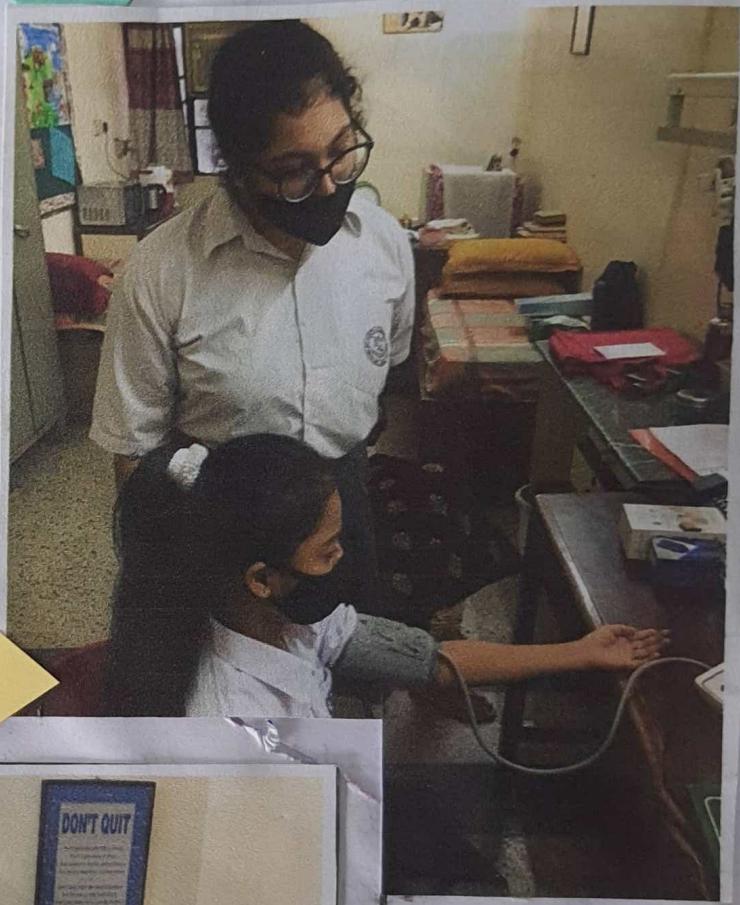
Spending time with elderly people lead to increase in moral values of the child. They should keep track of them.

iii. BY TELLING IMPORTANCE OF ELDERLY PEOPLE

Elder people are the main head of the family. They guide us, teach us in our lives.



Blood Pressure



V. good

Name:

Vital Signs

	HEART RATE	RESPIRATION RATE	BLOOD PRESSURE (SYSTOLIC//DIASTOLIC)	TEMPERATURE
LYESTHA	85 bpm	22 bpm	109 / 71 mmHg	36.4 °F
PRACHI	89 bpm	23 bpm	100 / 67 mmHg	36.5 °F
JYOTI	96 bpm	26 bpm	124 / 73 mmHg	35.9 °F
SAKSHI	105 bpm	24 bpm	126 / 78 mmHg	36.5 °F
ANUPRAKASH	95 bpm	21 bpm	121 / 75 mmHg	36.5 °F

Date: 12/10/21

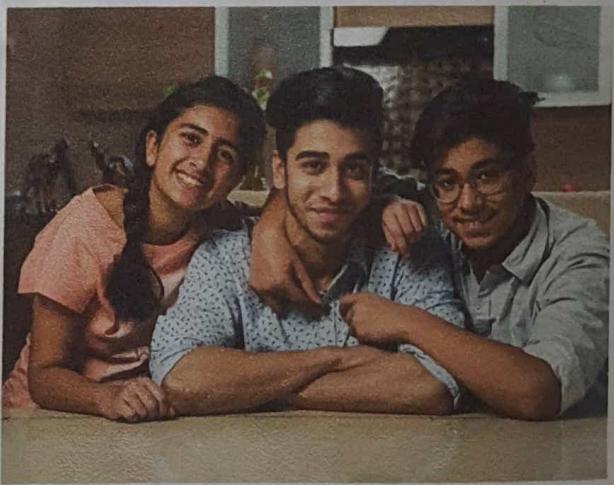
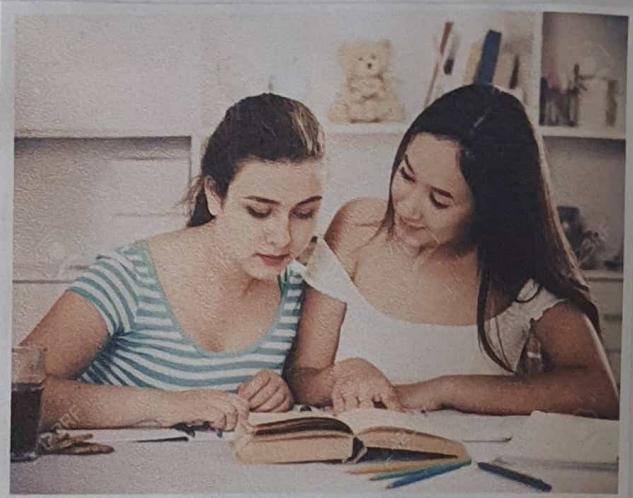
6 Measure the vital signs ('heart rate, respiration rate, blood pressure, temperature') of all age groups in school to prepare a data.

The various age group that can form in school are -

- i. 3 - 12 yrs
- ii. 12 - 17 yrs
- iii. 17 - 18 yrs

NORMAL RANGES FOR VITAL SIGNS

VITAL SIGNS	3 - 12 yrs	13 & up
HEART RATE	70 - 120 bpm	60 - 100 bpm
RESPIRATION RATE	12 - 20 bpm	12 - 18 bpm
BLOOD PRESSURE (SYSTOLIC / DIASTOLIC)	90 - 110 / 55 - 70 mmHg	110 - 135 / 65 - 88 mmHg
TEMPERATURE	All ages 98.6 F°	All ages 98.6 °F



✓ 201 - 01

BHARAT 22 - 22

9° 3-8P 2018 11A

✓ 201 - 01

BHARAT 01 - 22

7° 3-8P 2018 11A

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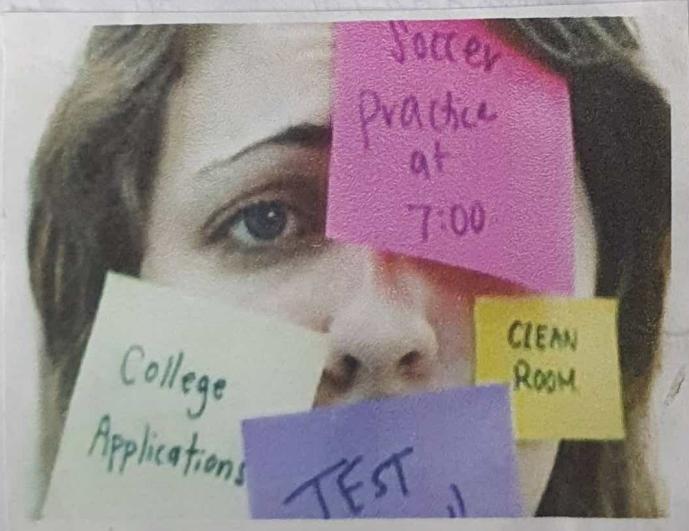
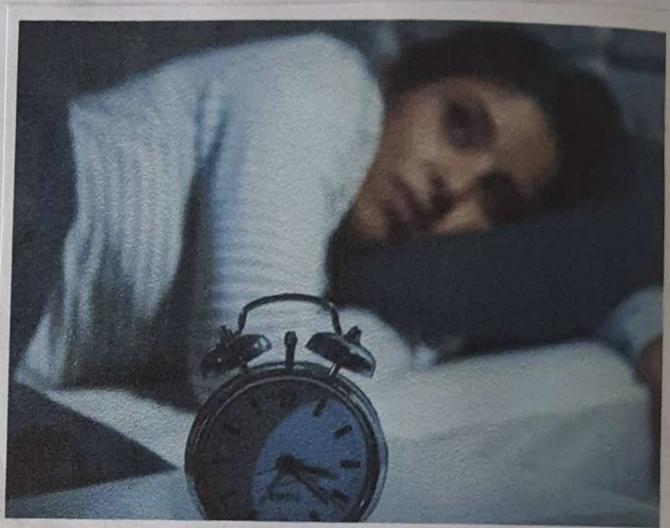
(✓ 20122019)
BOTANIS

FRUITA MELMEL

7. Write about basic needs of adolescents and dealing with problem related to adolescent age.

The six basic needs of adolescents are -

- i. Develop their distinct identity and sense of uniqueness.
- ii. Progressively separate them from their childhood dependency on their parents.
- iii. Develop meaningful relationship with peers and others outside the family.
- iv. Develop their ability or capacity to relate well with the opposite sex.
- v. Gain the confidence and skills to prepare for a career economic independency and other adult responsibilities.



vi. Fashion their faith and value, committed and basic attitude towards life.

THE PROBLEMS RELATED TO ADOLESCENT STAGE ARE

- i. abdominal pain
- ii. breast discharge
- iii. excessive hair growth
- iv. hormonal problem
- v. obesity
- vi. sleep problems
- vii. unable to focus at school
- viii. depression and anxiety.

X-Block
radi
11/10/12)

BIO- WASTE Management

UNIT 3



Unit 3

BIO - WASTE MANAGEMENT



among different colour coded disposal bags for medical room to segregate the waste material in a proper way.

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S.No.	CATEGORY	TYPE OF WASTE	COLOUR & TYPE OF COLOUR
1	YELLOW	i. HUMAN ANATOMICAL WASTE ii. SOLID WASTE iii. DISCARDED OR EXPIRED MEDICINE	YELLOW COLOURED NON CHLORINATED PLASTIC BAGS
2	RED	CONTAMINATED WASTE	RED COLOURED NON CHLORINATED PLASTIC BAGS AND CONTAINERS
3	WHITE	WASTE SHARPS INCLUDING METALS	WHITE COLOURED TRANSLUCENT TEMP - PROOF PUNCTURE PROOF CONTAINERS
4	BLUE	i. GLASS WARE ii. METALLIC BODY IMPLANTS	PUNCTURE PROOF LEAK PROOF BOXES OR CONTAINER WITH BLUE COLOURED MAKING

Teacher Signature



Explain the role of different hospital staff in management of hospital waste.

DUTIES OF THE HEAD OF THE ESTABLISHMENT

- i. Form a waste management team.
- ii. Designate the waste management officer.
- iii. Ensure the monitoring procedures are carried out.
- iv. Ensure adequate training of key staff members.

DUTIES OF WASTE MANAGEMENT OFFICER

- i. Control internal waste collections.
- ii. Ensure correct storage
- iii. Coordinate disposal operations.
- iv. Monitor waste generation.

DUTIES OF OTHER KEY STAFF

- i. Contribute to training and implementation of correct procedure.
- ii. Installing and maintaining storage, facilitates and handling equipment.

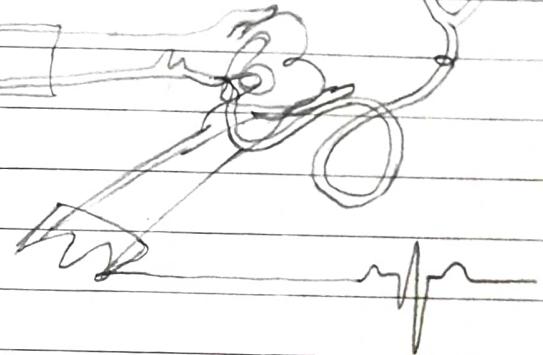
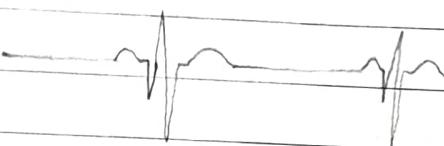
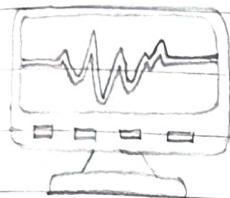
OPERATION THEATRE

UNIT 4



Unit 4

Operation Theatre



10 Present your views about the duties of staff of operation theatre in hospital.

The operation theatre staff includes —

- i. doctors
- ii. nursing staff
- iii. OT technicians
- iv. other support staff like store keeper, nursing assistants, General Duty assistants (GDA's), sanitation staff, etc.



" Prepare a diet chart for the patients of post-operative care.

after surgery, recommend a specific diet plan to help a patient to heal health.

i. CLEAR LIQUID DIET (3-5 DAYS)

ii. FULL LIQUID DIET (2 WEEKS) —

- Cream of wheat, rice
- Strained, fat free cream foods.
- fat free yoghurt with no fruit.
- skim milk
- sugar free pudding

iii. PUREED FOOD DIET (2 WEEKS) —

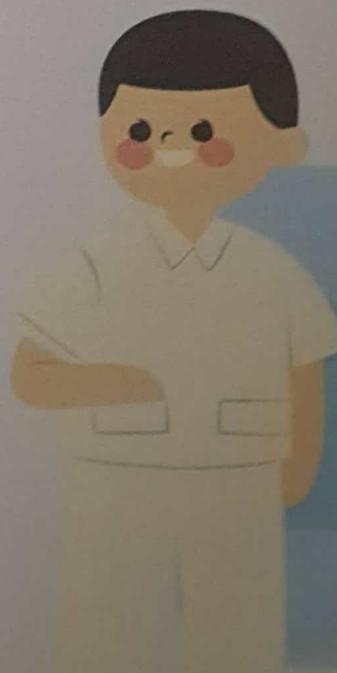
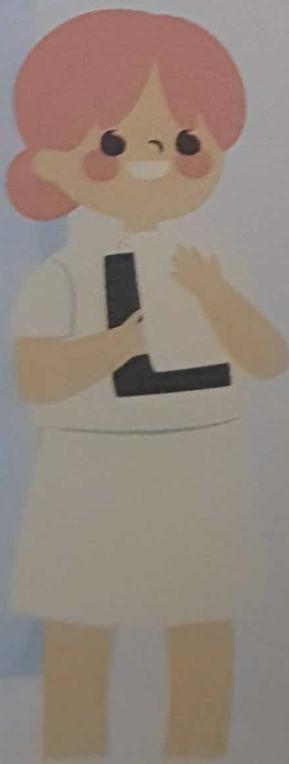
- Cut food into small pieces before blending.
- add liquid such as milk
- Strain before drinking
- avoid spicy seasoning

iv. SOFT FOOD DIET (4 WEEKS)

ROLE OF GDA IN

Disaster Management &

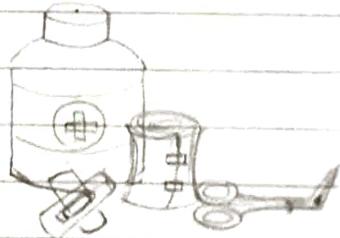
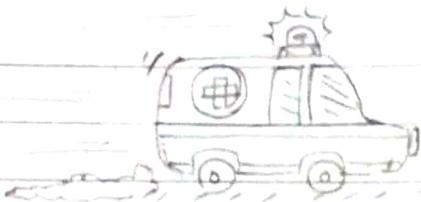
Emergency Response



UNIT 5

Unit 5

ROLE OF GENERAL DUTY ASSISTANT IN DISASTER MANAGEMENT AND EMERGENCY RESPONSE



- 2 Explain the role and responsibility of emergency response team during disaster management.

Teacher Signature

i. THE FIRST ON SCENE (INCIDENT COMMANDER)

The first person on scene will typically serve as "IC", until relieved by a more senior person.

His responsibilities are -

- Taking appropriate personal protective measures.
- Notifying supervisory personnel.
- Initiate evacuation procedure.

ii. SUPERVISORY PERSONNEL

Supervisory personnel responsibilities may include -

- Initiate response actions if they are the first person on the scene.
- Take steps to minimise any threat to health and safety.
- Request medical assistance.

- * Explain the benefits of drills in any emergency situation to create awareness among students.

Benefits of drills are listed below -

- i. Drills help develop teamwork
- ii. Drills help develop self confidence.
- iii. Drills help to prepare crew for responding rapidly and effectively in any emergency situation.
- iv. Drills can help crew to make any decision under pressure.
- v. Drills can help to identify how procedure might be improved.
- vi. Drills help crew become familiar with the equipment and procedure and whether they are working properly.



SELF CARE

&

CAREER SHAPE

UNIT 6



THINGS TO DO	MON	TUES	WED	THU	FRI	SAT	SUN
WAKE UP AT 6 AM	✓	✓	✓	✓	✓	✓	✗
EXERCISE DAILY	✗	✓	✗	✓	✗	✗	✓
READING A BOOK	✓	✓	✓	✓	✗	✗	✓
LEARNING A NEW SKILL	✓	✓	✓	✓	✗	✓	✓
HOMEWORK	✓	✓	✓	✓	✓	✗	✓
STUDY	✓	✓	✗	✓	✓	✓	✗
LISTENING TO MUSIC	✓	✓	✓	✓	✓	✓	✓
SLEEPING EARLY	✗	✗	✗	✓	✓	✗	✗

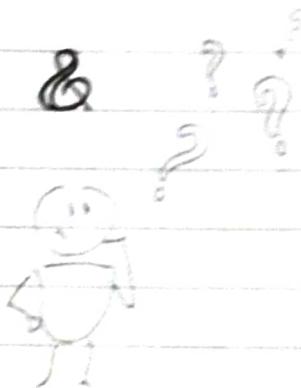
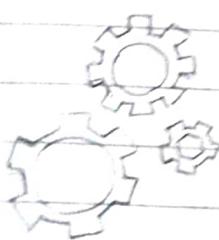
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Unit 6

Self Management & Career Shape



- "The students will prepare a time log book or to do list to maintain it and evaluate it at end of week.

Teacher Signature

* Reflect the problems you are facing in life and solve them in confidential way in groups.

In the quest to become more successful we will lightly encounter work related pressure such can come when trying to stabilize your career or climb the career ladder. It can also come as a result of overworking and having no life. Career pressure is one of the most common life problems. The pressure can get more intense when you find out that most of your colleagues are moving ahead of you.

SOLUTION

Check to find if you have personal or attitudinal problems, as it can put you at disadvantaged end.

It can be poor communication, poor personal grooming or poor relationships and networking skills. If it is, then you should improve yourselves.