

# NEWSLETTER

Careline Newsletter

October 2018

## Staff of the month for September has been awarded too... Joy Stallwood

For her continuous hard work and reliability and for always being flexible with days and times to help clients.

Autumn is upon us and the weather is getting colder. Make sure you and your clients are wrapping up and getting ready for the cold season.

Cold temperatures can raise blood pressure and increase the risk of flu and other lung-related problems. Our blood pressure takes longer to return to normal, and this can put you at greater risk of a heart attack or stroke. That's why it's so important to look after yourself in the cold weather. Keep in mind these 8 points:

1. Keep moving
2. Eat and drink well
3. Have flu jab every year
4. Check you've had the 'pneumo' jab
5. Keep your hands clean
6. Protect yourself from chilblains
7. Organise your medications
8. Keep your spirits up

## Staff Feedback

"Paula is absolutely amazing, she gets on so well with my children and has generally made the most positive impact in my life."

"Maggie is a very lovely kind lady, very efficient and caring"



## Opening Hours

### Monday—Friday

8am -5pm

### Saturday

9am -5pm

### Sunday

10am -2pm

### Bank Holidays

10am - 4pm

## Training

We now have a manual handling equipment based training room available at week-ends. You can attend your manual handling refresher and have practical hoist experience in the Reading office. If you would like to book a refresher or would like practical manual handling experience please get in contact with Amber our training co-ordinator to book your place.

## Timesheets

You will be aware that Careline timesheets now come in one of two colours, yellow or pink.

This is because, to comply with HMRC requirements, we now have two sets of terms, one for where we manage the care plan, and the other for where we just supply staff.

You don't have to work out which one to use though - we will always tell you.

We won't be able to process timesheets where the wrong colour timesheet has been used, and this could delay your wages.



## Refer a friend – earn some money

Fancy earning an extra £30? Refer a friend to Careline and once they have complete their first shift, we will pay £30 directly into your bank account on pay day!

Please call the office if you would like some more information.



Find us on  
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## Training Dates

### Day 1 Training includes:

Basic Life support  
Health and Safety  
Infection Control  
Safeguarding

### Day 2 Training includes:

Medication  
Manual Handling  
Food Hygiene

### October

Saturday 6th  
Saturday 20th

### November

Saturday 3rd  
Saturday 17th

### December

Saturday 1st  
Saturday 15th

Please contact Amber if you would like to book a space.

### Online Training

We are also able to book you on an online course to complete your training. If this is a better option for you please speak to Amber to arrange sending you a log in.