

WELCOME TO FORGET-ME-NOT CLUB

A LITTLE BIT ABOUT US....

Forget Me Not Club runs a varied programme of activities every Monday to Friday between 10am – 4pm. We welcome people living with dementia to come and take part in any or all our sessions, it's also possible to just come for a certain activity and not stay for the whole day.



We have a great team of staff and volunteers at the centre, meaning that people coming for activities need not be accompanied, although family and friends are always welcome. At Bennett House we are very relaxed and want FMNC to have a home from home feeling.

As Forget-Me-Not Club is a charity that mainly relies on fundraising and donations, we would be greatly appreciative if a donation could be made for meal/snack provision – a suggested amount of £10 per visit where possible. A standing order form is included with the pack and we find this is often easier than people arriving with cash at the centre, which can cause confusion and distress.

BENNETT HOUSE TEAM

Our team at Forget Me Not Club is small but super dedicated! We have seven permanent staff, a bank of amazing relief staff who are often in helping out and we are hugely supported by a fantastic team of volunteers each week.

TRANSPORT

We can arrange transport for people living with dementia to and from the day centre within a 10mile radius of the club if there are no family or carer available to help with transport.

LIFE STORY – A LITTLE BIT ABOUT YOU...

We would greatly appreciate some background information about your relative when they join FMN, this can be about their life, where they grew up, schools, favourite/special things, work & family, it is very valuable particularly if they become upset at any time – we then can have discussions around familiar things with them. It also means that we can tailor activities to suit each individual's interests.

UPDATES

Should there be any changes in your relative's physical or mental health, admission to hospital or they are unable to return to the club for any reason, please do let us know.

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



SECURITY

You will find Bennett House is secure, this is to ensure the safety of all the clients attending. We have a coded keypad system for exiting the building and a private secured garden with level access from the main area.

PERSONAL CARE/MEDICATION

We do not carry out personal care or administer medication at FMN. Should anyone have incontinence issues or require support with toileting please inform the team as early as possible and measures can be put in place.

We operate an open-door policy and families/carers are more than welcome to pop in at any time to discuss any concerns they may have. Our coffee morning on a Saturday 10am-12 is a great place for an informal chat, there is always a member of staff on hand to help.

We look forward to getting to know you and your family, please do not hesitate to contact us with even the smallest of concerns or just to talk.

With love,

FMNC Team

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



CLIENT REFERRAL FORM

| | |
|--|--|
| NAME: | |
| ADDRESS: | |
| POSTCODE: | |
| TELEPHONE: | |
| DATE OF BIRTH: | |
| NAME AND ROLE OF REFERRER: | |
| REASON FOR REFERRAL: | |
| NOK / MAIN CARER NAME: | |
| TELEPHONE NUMBER(S): | |
| EMAIL: | |
| EMERGENCY CONTACT: | |
| TELEPHONE NUMBER(S): | |
| GP NAME & PRACTICE ADDRESS: | |
| DNR: | |
| PHYSICAL / MEDICAL CONCERNS: | |
| ANY KNOWN RISKS: | |
| CURRENT SUPPORT AT HOME: | |
| OTHER INFORMATION: | |
| SIGNATURE: | |
| DATE: | |

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



Please send this form to your Bank or Building Society



BANKERS ORDER FORM

To: The Manager
Bank/Building Society: _____
Address: _____

Please debit the sum of £_____ on the _____ day of _____ (month) two thousand and _____ (year) and thereafter every _____ (month/year) on the same day from my account number _____ and pay to the account of:-

ACCOUNT NAME: FORGET-ME-NOT-CLUB S.C.I.O.
BANK: VIRGIN MONEY
SORT CODE: 82-61-00
ACCOUNT NO: 00287679

Signed: _____ Date: _____

Name (PLEASE PRINT): _____

Address: _____

Postcode: _____

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



Please return this form to Forget-Me-Not Club, F.A.O Trudi Wildgoose if you are a UK taxpayer and wish Gift Aid to be reclaimed on your donation.



GIFT AID DECLARATION

Name of Charity: Forget-Me-Not-Club
Charity Reference: SC032239

Donor's FULL NAME (Please Print): _____

Donor's Title (Please Circle): Mr/Mrs/Ms/Miss/Rev/Dr or other _____

Donor's Address (Please Print): _____

Post Code: _____

I would like Forget-Me-Not-Club to treat all donations I have made since 6th April 2009 and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid donations.

Signature of Donor: _____ Date of Signing: _____

GIFT AID NOTES

- You can cancel this Declaration at any time by notifying the Forget-Me-Not Club
- You must pay an amount of income tax and/or capital gains tax at least equal to the tax that the Forget-Me-Not-Club reclaims on your donation in the tax year
- If, in the future, your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the Club reclaims, you can cancel your Declaration
- If you pay tax at the higher rate, you can claim further tax relief in your Self-Assessment tax return

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



A LITTLE BIT ABOUT YOU...

It is always beneficial for the team to know if our members have any specific needs or preferences, as this can help significantly with the settling-in process and provide distraction when required. We would be extremely grateful if you could provide some information as requested below...

MY NAME

Your full name but also the name would prefer staff to use if this is different:

THE PERSON WHO KNOWS ME BEST

Who is most likely to know how you like things to be?

HOME, FAMILY AND THINGS THAT ARE IMPORTANT TO ME

This could be details of your family members, good friends, pets or other aspects about life at home that means a lot to you:

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



I WOULD LIKE YOU TO KNOW

Please tell us about anything you think will help us get things right for you – likes and dislikes, routines which are important to you, things that help you to relax or things that may upset you e.g. I don't like a lot of noise:

MY LIFE SO FAR

This may include your past or present employment, experience and skills you have, special places, interests, hobbies, important dates and events in your life:

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



THINGS YOU SHOULD KNOW ABOUT MY SPIRITUAL AND CULTURAL NEEDS

This may be about beliefs and practises important to you - religious or otherwise. Tell us about the sorts of things that make you feel happy and content or perhaps places and events that have special meaning to you:

FOOD AND DRINK

Tell us about your likes and dislikes, where and how you like to eat e.g. I like to sit at the table, drink black coffee or prefer small portions. Please let us know about any help you need, allergies or special dietary requirements – and if this related to your preference, health or beliefs:

SLEEP AND REST

Please tell us about your usual routines, when you usually get up, go to bed, things that help you to rest and relax e.g. I sleep with the night light on; I like a hot drink before I go to bed; I take a nap in the afternoon:

TAKING MEDICATION:

Do you take medication? Perhaps you prefer tablets or syrup, need help taking medication in a specific way, do you use any aids such as a dose box?

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



PERSONAL PREFERENCE AND SELF CARE:

Please tell us about your normal routine, any help you need and preferences such as I prefer a bath/shower in the morning or at night, I like my clothes set out in order, I brush my teeth before or after I eat:

GETTING ABOUT:

Tell us how do you normally get around indoors and out; do you use any aids such as a walking frame or stick, can you manage distances, stairs or need an inhaler?

COMMUNICATION, HEARING AND VISION:

Please let us know what helps when communicating with you. Do you hear or see better on one side? Do you use hearing aids or glasses? What are your glasses for? Are they used only for reading, seeing things close-up or at a distance? Do you have a known eye condition? If so, where should we position ourselves or items so you can see best? Do you use a magnifier, braille or sign, large print or prefer things written down?

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



PERSONAL POSSESSIONS:

Are there any items you always like to have with you or a close at hand, a special item that gives you comfort, e.g. a family photo?

MAINTAINING MY INDEPENDENCE:

Please tell us how we can help you to be as independent as possible – perhaps you can manage yourself if we prepare things in a certain way for you:

ADDITIONAL INFORMATION:

Is there anything else you would like us to know that we haven't already asked?

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



MEDICATION GUIDELINES

Forget-Me-Not Club does not routinely support clients with medication and every attempt should be made by the client, family members or carers to avoid the need for medication to be taken during their visit. Advice can be sought from a pharmacist or doctor regarding administration times or possible changes to formulations, such as modified release medication, to avoid the need for the client to take medication during their visit to Bennett House.



Forget-Me-Not Club staff may not administer medicines. Administration is the formal process of deciding which medication should be given, directing the client to take medication, or placing medication into the client's mouth.

Clients have the right to decline to take medication.

However, in exceptional circumstances where it is essential for a client to take medicines during their time at Bennett House the appropriate procedure must be followed:

1. The client must have capacity regarding their medicines and maintain responsibility for taking their own medicines.
2. Medicines should be labelled appropriately with the client's name and the directions of when the medication should be taken.
3. Provided staff members are made aware that the client is in possession of medication, it may be retained by the client. Otherwise, medication may be handed to a member of staff who must ensure the medication is stored in a safe place out of reach of other clients or visitors.
4. Forget-Me-Not Club staff may prompt or support the client with ORAL medicines only. Prompting is reminding a client of the time or asking if they have taken their medication. Assistance may be given in opening containers, confirming labelling directions, placing medication in the client's hand etc.
5. If a prompt has been given, then the member of staff must record in the Office Diary in the Client section stating the time the prompt was given and by whom.
6. Any concerns Forget-Me-Not Club staff have that may include, but not limited to, a client declining medication, having difficulty taking medication or regarding safe storage/handling of medicines should be reported to General Manager, Eunice Gardyne in the first instance.

June 2021

Review June 2023 or sooner if required.

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk





MEDICATION ADMINISTRATION CONSENT FORM

I _____ (print name) being a relative _____ (state relationship),
carer or responsible person for _____ D.O.B: _____
hereby confirm that I have read and understood the medication guidelines in relation to
the administration of any necessary oral medicines at Bennett House or at any other
Forget-Me-Not activity locations.

I also agree to contact the General Manager, Eunice Gardyne or in her absence a senior
support worker at Bennett House regarding any relevant changes in medication regime or
any other concerns in this respect as soon as possible.

Signed: _____

Date: _____

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk



CONSENT FOR PHOTOGRAPHS & VIDEOS

Photographs and videos are regularly taken at FMNC sessions and fundraising events. They will be used to promote the activities of FMNC on its website, Facebook page, Instagram, Linked In and in promotional material, such as Newsletters and Information Packs. They may also be used for fundraising purposes.



Photographs and videos on our social media platforms and website can be shared, therefore a much wider community may be able to view these.

Please indicate and sign below whether you are happy to be included in photographs and videos as described above:

YES: **NO:**

| | |
|-------------------|--|
| Name: | |
| Signature: | |
| Date: | |

Your consent may be withdrawn at any time by informing **Eunice Gardyne, General Manager**.

PLEASE NOTE, HOWEVER, AT FUNDRAISING EVENTS, OUTSIDE PARTIES MAY ALSO BE TAKING PHOTOGRAPHS AND VIDEOS, WHICH IS OUTWITH OUR CONTROL. PLEASE ENSURE YOU MAKE EUNICE GARDYNE AWARE IF YOU DO NOT WISH TO TAKE PART IN THESE EVENTS FOR THIS REASON.

Forget-Me-Not Club – Dementia Support

Registered Charity in Scotland SC032239

Forget-Me-Not Resource Centre, Bennett House, Arbeadie Road, Banchory, AB31 5XA

01330 822 655 | info@forgetmenotclub.co.uk | www.forgetmenotclub.co.uk

