

Here are some points that you need to consider. You should have included some of these in your reflective activity:

- This is not the correct action to take. You need to tell Jane that you have spoken to Gillian and she assured you all the paperwork had been done. You also need to acknowledge that you have not written anything down either.
- You should have recorded the information in the communication book as soon as Bill told you what happened. Waiting to speak to Gillian, then assuming that she will do the right thing is a mistake.
- Your actions might be seen as covering up Gillian's mistakes. Being truthful, honest and trustworthy is one of the ways social service workers create and maintain the trust and confidence of people who use services and carers.
- You must be open and honest with your employer, people who use services and carers when care may have caused physical harm.
- Choking will affect Bill's breathing. Immediate action was required to ensure the first choking incident was recorded and reported. You must protect service users from danger and harm, and never put anyone at unnecessary risk.
- It is essential to maintain clear, accurate and up-to-date records in line with procedures relating to your work. Bill's dietician and doctors need as much information as possible to help with diagnosis and to create an updated care plan.
- You need to learn more about meeting relevant standards of practice and working in a lawful, safe and effective way.
- You must recognise and use responsibly the power and authority you have when working with people who use services and carers.
- You need to learn the SSSC Codes of Practice for Social Service Workers. Make sure that you understand and follow these Codes at all times.
- By not taking the correct action in this situation, it could call into question your suitability to be a social services worker.
- Failure to take the right action could place Bill at risk of serious harm in the future.

When Bill said he had choked on food the previous night and you saw it had not been recorded and reported, the correct action to take was to write an incident report, update the communication book, and make a note asking for a referral for a dietician and for a new risk assessment. You should then have contacted a manager to explain your actions.