

## SAFE AND ALLOWABLE PRACTICES

As a volunteer, the key words are **DUE CARE** and **PRUDENT ACTION**. Please use common sense and good judgment when working with your care receiver. Keep in mind the following **Do's** and **Don'ts**:

### Do's

- Show responsibility and commitment to your volunteer job by following guidelines and suggestions as given in these orientation materials and in ongoing training.
- Stick to the services you agreed to perform.
- Understand the insurance coverage provided by the program.
- Develop a working relationship with the family and health/social worker so that they can get to know you and communication lines are activated.
- Submit accurate reports of your activities, hours and mileage.
- Be prepared ahead of time by knowing what steps to take in emergency situations.
- Communicate to your Volunteer Coordinator if you are not able to work with care receivers who may have infectious disease.
- Take advantage of on-going training and workshops, which will be offered through either the organization or other community agencies.

### Don'ts

- Don't do something if you are not sure how to do it or if that action may endanger the care receiver or yourself.
- Don't give medications (prescription or over-the-counter drugs) or offer medical advice.
- Do not expose your care receiver to contagious conditions. If you develop a cold, flu, fever, etc. or become exposed to a contagious disease (ie. Chickenpox), let your Volunteer Coordinator know so that alternative arrangements can be made.
- Avoid "hands-on" or personal care activities (ie. bathing, toileting, massage, etc.).
- Don't offer legal advice.