

## Plan number: Example 1

Active support plan

**Name: [Insert name]**

**Title of plan: [e.g. making own coffee]**

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| {Example text] For Anne to be supported to be more independent in making her own cup of coffee rather than this being made for her by staff. Andrew Frankel-Caine has recently completed an assessment with Anne of this activity and noted that she is highly capable of completing all areas of this herself. However, she was noted to require occasional verbal guidance at times from supporting staff. Anne has a fluid programme in place to manage her intake of coffee. It is agreed that Anne will be able to drink water at any time, however will limit her intake of coffee to every 2 hours. Anne should be encouraged to make her of coffee following the steps of the plan below. Staff should be with Anne at all times to offer verbal guidance whilst she makes her drink but should not intervene unless absolutely necessary where there is a risk to herself or others.  |

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| **Step** | **Large steps** | **Smaller steps** |
| **1** | Take a cup out of the cupboard | Open cupboardReach for cup |
| **2**  | Put coffee in the cup | Get coffee out of cupboardTake spoon out of drawer |
| **3** | Add milk to the cup | Take milk out of fridge |
| 4 | Put water in kettle | Take kettle to the sinkTurn tap on and fill kettle |
| **5** | Switch on kettle  | Switch on kettle |
| **6** | When boiled, pour the water from the kettle into the cup  | Pour water from kettle into the cup |
| **7** | Add sugar, if required | Take sugar out of cupboard |
| **8** | [Name] may choose to add some cold tap water to their cup | Take cup to the sink, turn on tap and add cold water |
| **9** | Stir  | Stir |
| **10** | Drink the coffee in a slow and controlled manner  | Drink the coffee in a slow and controlled manner  |

**Date of plan:**

**Name of colleague writing plan:**

**Signed by the service user agreeing to the plan:**