

## Falls Tracker Calendar Instructions

### Purpose of the Calendar

This calendar is a tool to track falls that occur in the facility. By marking the calendar each day, staff can easily see patterns in fall incidents and recognize how well the team is doing at keeping residents safe.

### How to Use the Falls Tracker Calendar

- At the start of each day, place a color-coded circle sticker on the previous day's date to show the fall status for that day.
- If more than one fall occurred, use the sticker that matches the most serious fall incident.
- Color code:
  - Green = Zero falls
  - Yellow = Fall without major injury
  - Red = Fall with major injury
- To help staff who are color blind, write a letter on the sticker to show the fall status:
  - G = Green sticker (zero falls)
  - Y = Yellow sticker (fall without major injury)
  - R = Red sticker (fall with major injury)
- If one calendar is being used to track falls in the entire facility, write the station(s) or unit name(s) on the sticker (e.g., Station 1, 2, 3, 4) to show where the fall occurred.

### Where to Place the Calendar

- Leadership should choose a location that is easy for staff to see and access to help encourage daily use and team participation.
- Suggested locations to place the calendar include:
  - Nursing stations.
  - Time clock areas.
  - Staff lounges or break rooms.
  - Classrooms or in-service training rooms.
- Leadership can choose whether to use:
  - One calendar for the entire facility.
  - Multiple calendars, one for each station or unit.

*Remember that each calendar must be updated daily, first thing in the morning.*

