



## Communication aid maintenance and breakdown plan

Research shows that when communication aids are taken away for repair, children can lose skills and become de-motivated. It is very important to keep aids in good working order and available as much as possible. It is also essential to have a plan to provide access to communication and language opportunities in other ways when repairs are needed. This template outlines how to keep *[insert child name]* communication aid in good working order and what the backup plan is if it stops working.

**Name:** \_\_\_\_\_

**Communication aid details:**

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**Date:** \_\_\_\_\_

Instructions for charging, calibrating and maintaining the communication aid on a day-to-day basis:

**Do....**

**Don't....**

The person responsible for day-to-day maintenance is \_\_\_\_\_



The agreed plan for making back-ups of the language organisation is:

The person responsible for making back-ups is: \_\_\_\_\_

In the case of the communication aid not working as it should, please try:

The person responsible for troubleshooting is: \_\_\_\_\_

If troubleshooting does not work, the next steps are:

The person responsible for taking the next steps is: \_\_\_\_\_



The plan to support communication while the communication aid is not available is:

A large, empty, light blue rounded rectangular box intended for writing a communication plan.

The person responsible for implementing the plan is: \_\_\_\_\_