How to Record Fluid Intake

Care Recording · https://cclearninghub.co.uk/docs/how-to-record-fluid-intake/

How to Record Fluid Intake

his guide explains how to record a service user's fluid intake by selecting the amount consumed, recording when it was taken, choosing the drink type and delivery method, and saving the completed record.

Takes 3 minutes

For: Care Staff

Updated: 27/07/2026

Introduction

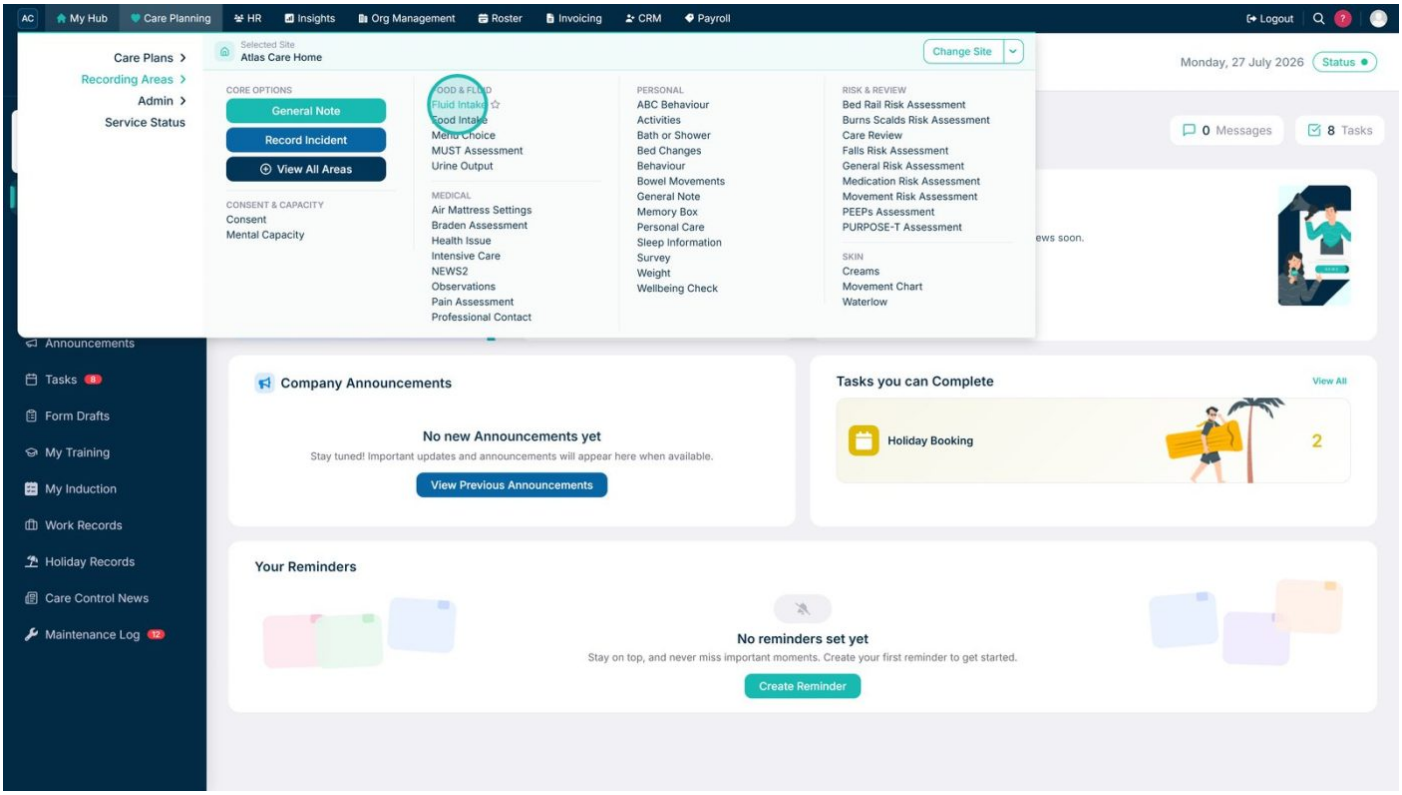
The Fluid Intake recording area allows you to record how much fluid a service user has consumed, along with the drink type, delivery method, and any additional observations. Accurate fluid records help monitor hydration and support ongoing care.

In this guide you'll learn how to:

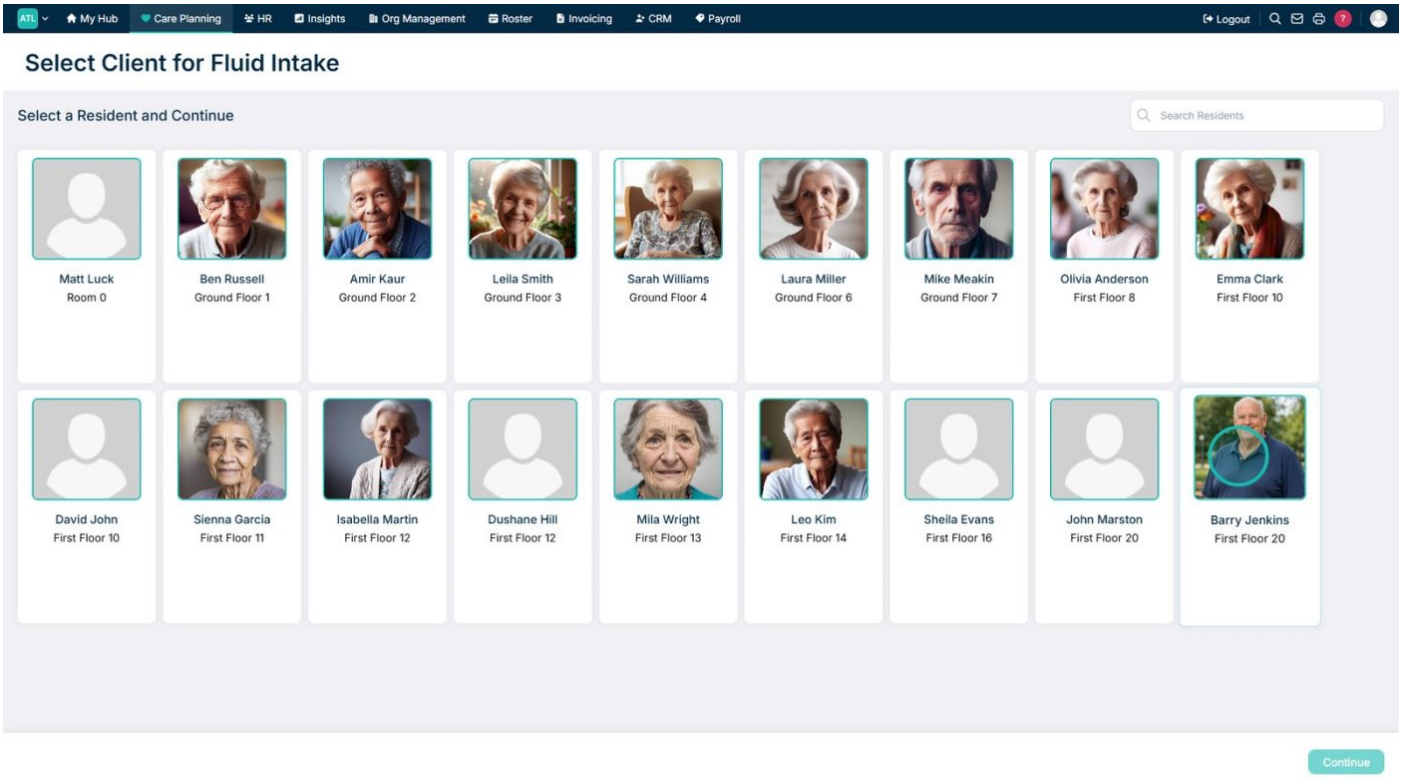
- Open the Fluid Intake recording area
- Select a service user
- Record the amount of fluid consumed

- Record the date, time, drink type, and delivery method
- Save the completed record

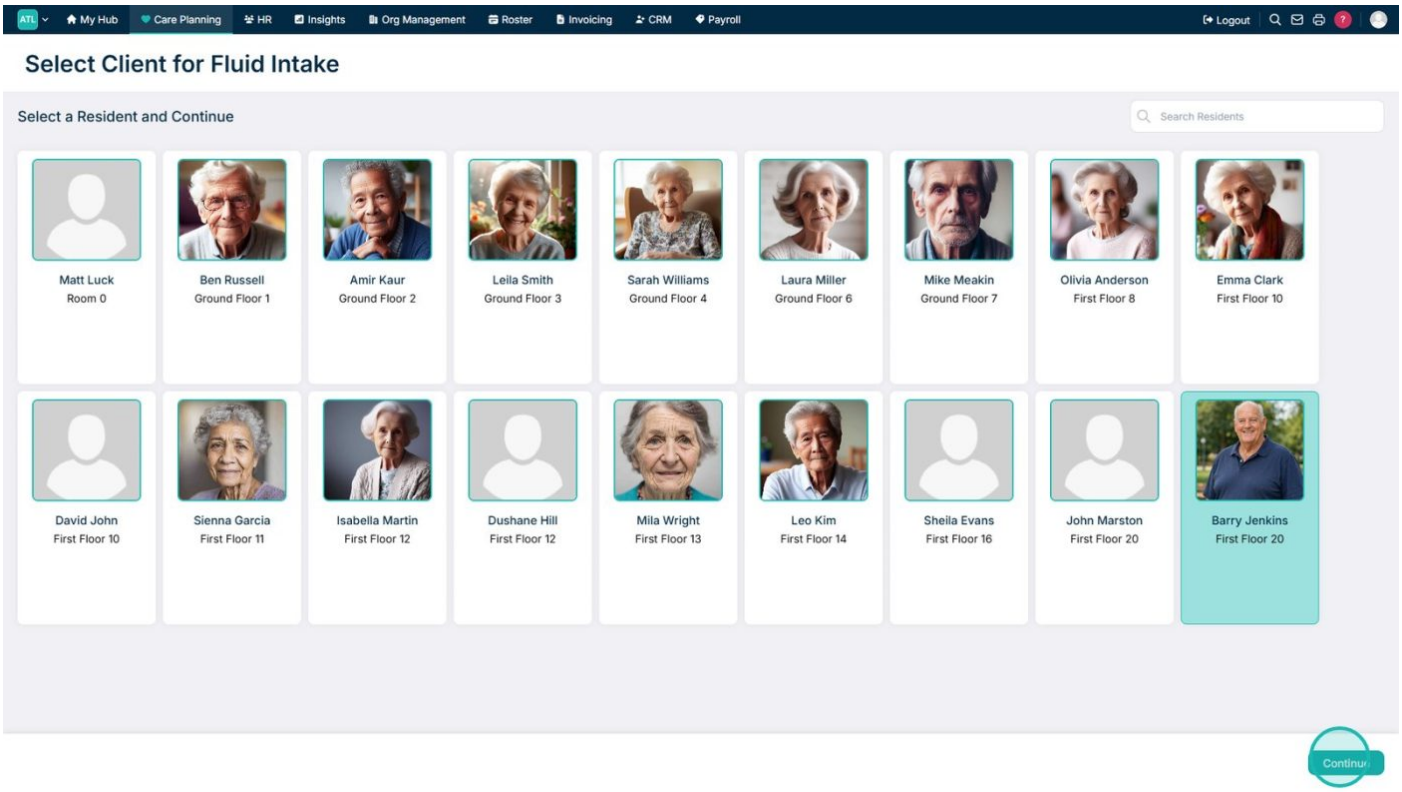
Select Fluid Intake under Recording Areas in Care Planning.



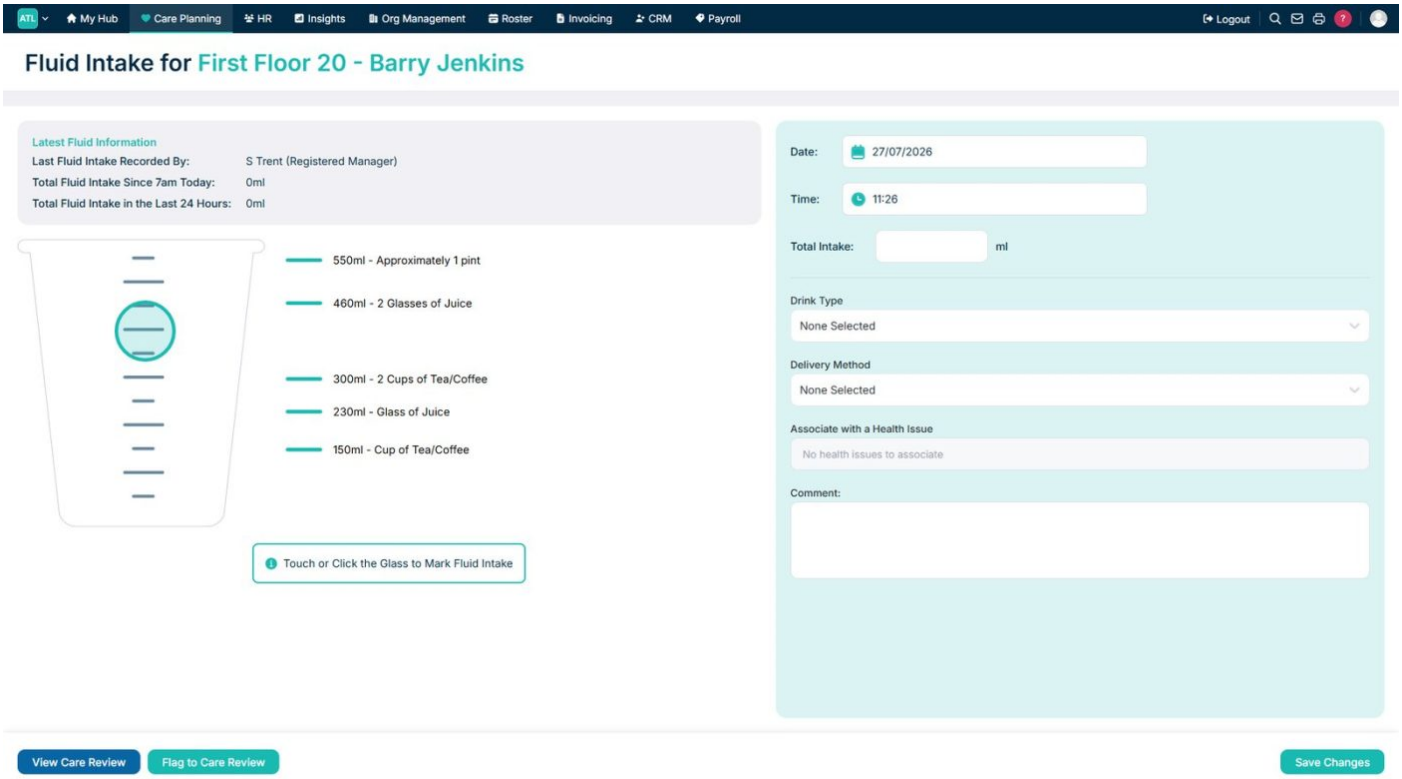
Select the service user you want to record fluid intake for.



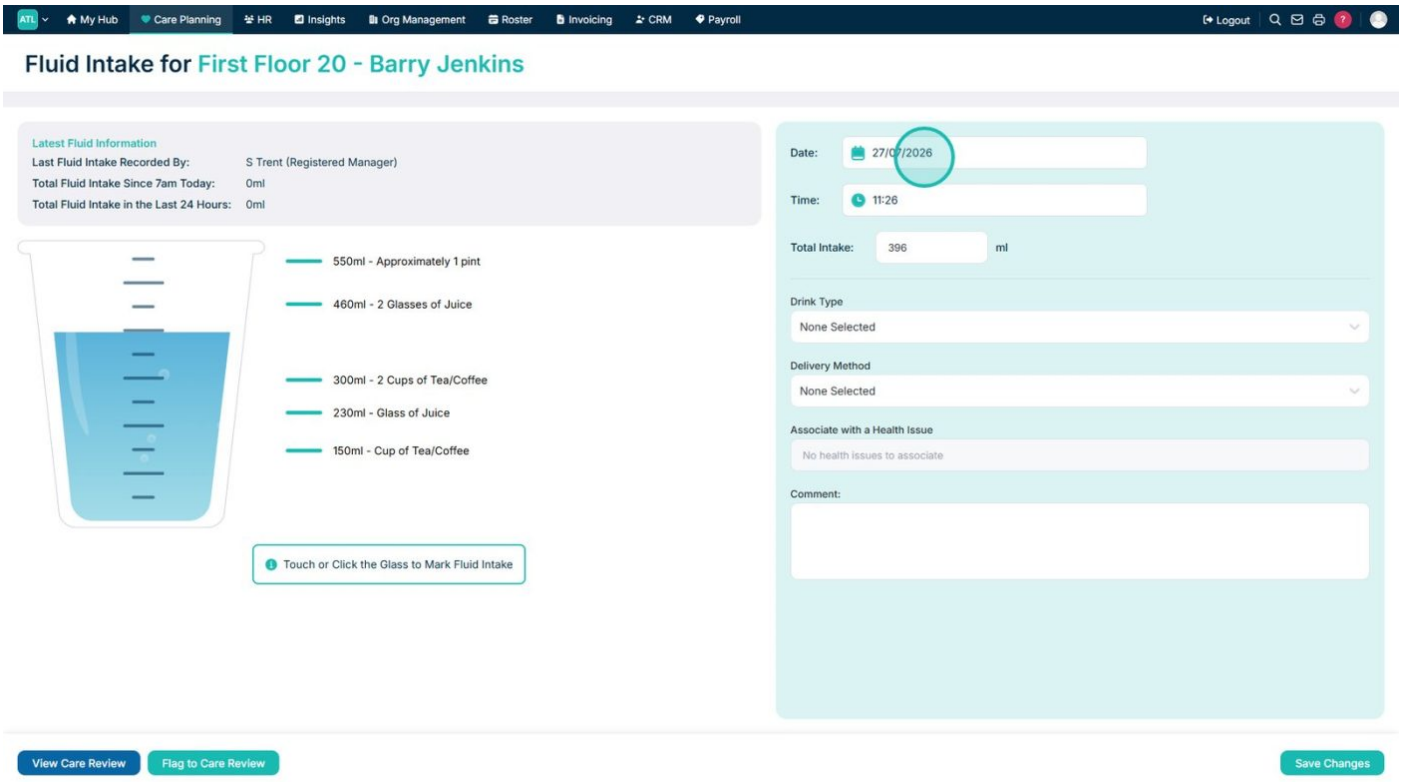
Select Continue.



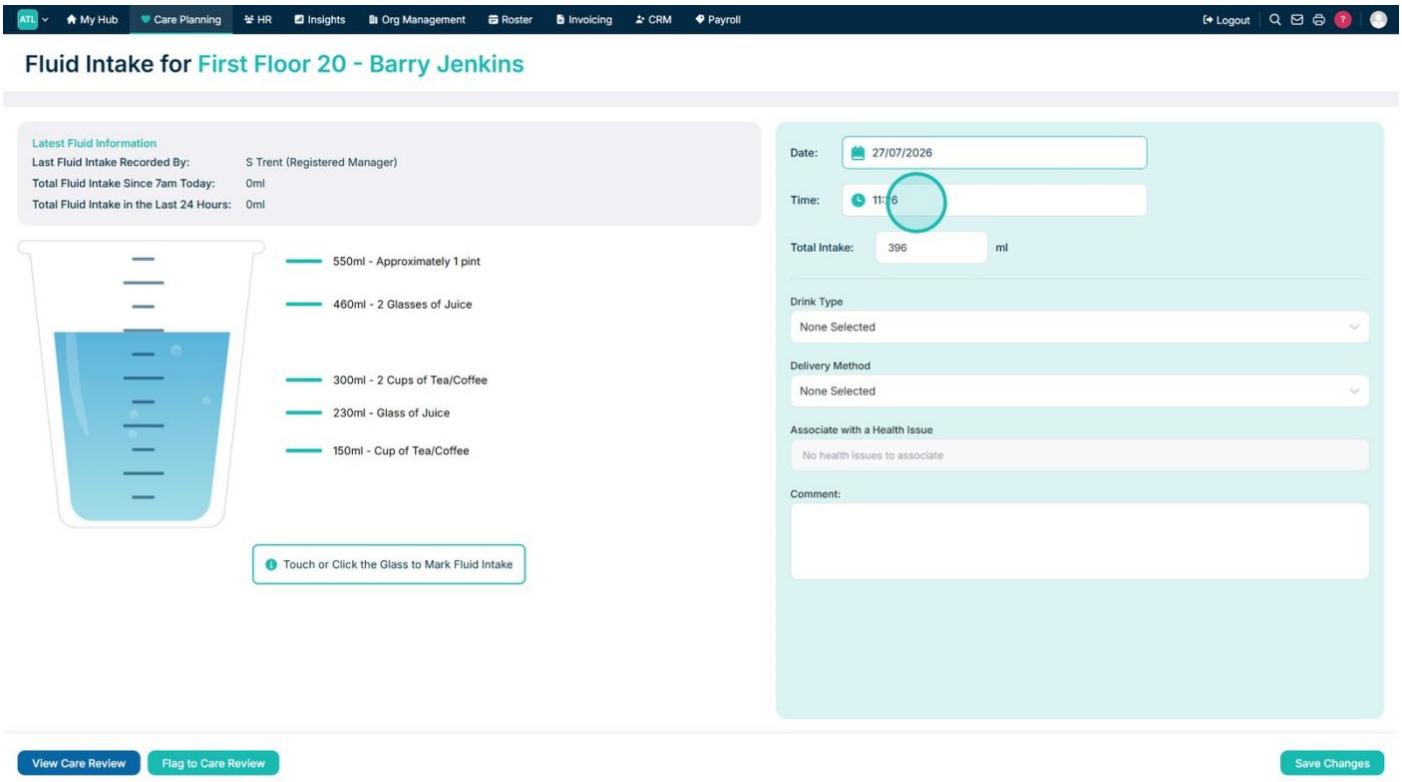
Select the amount of fluid consumed.



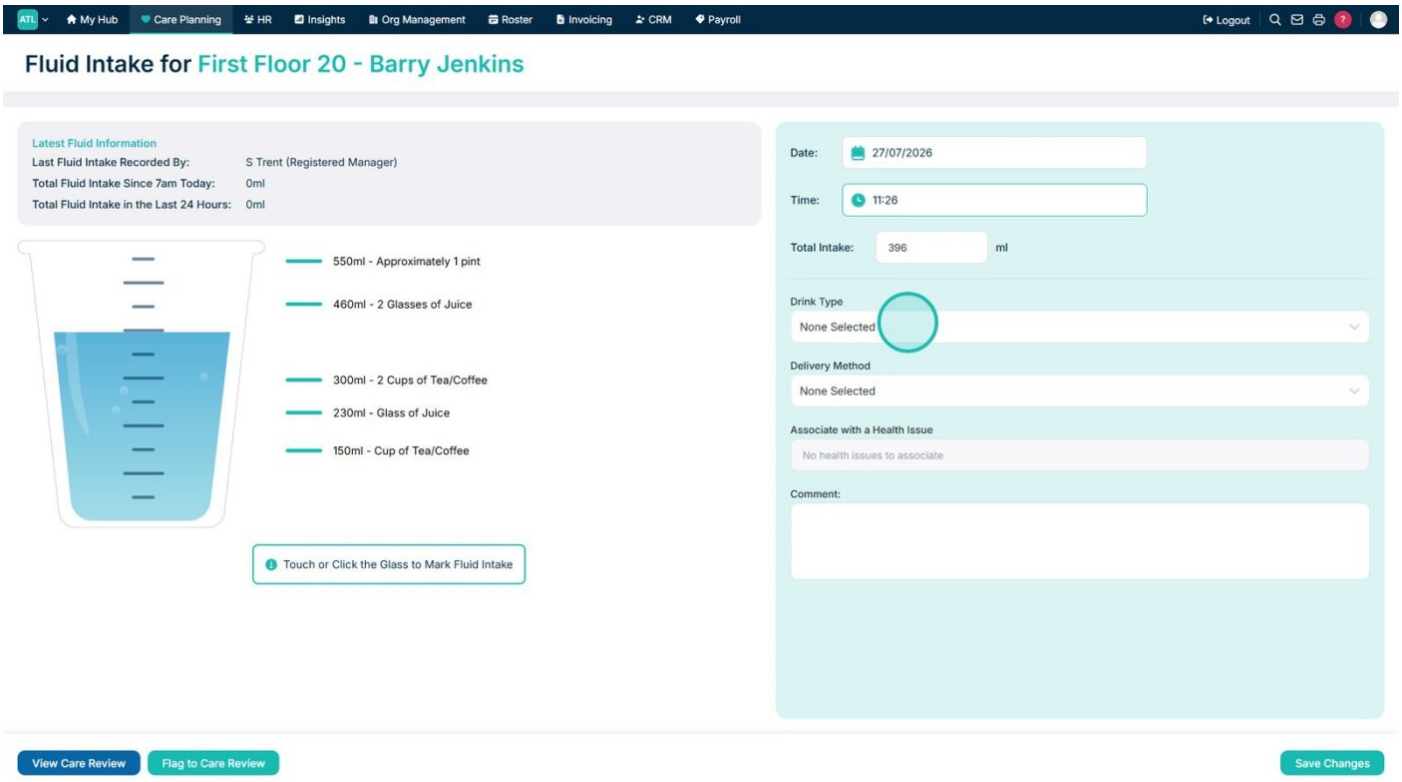
Review or amend the date the fluid was consumed.



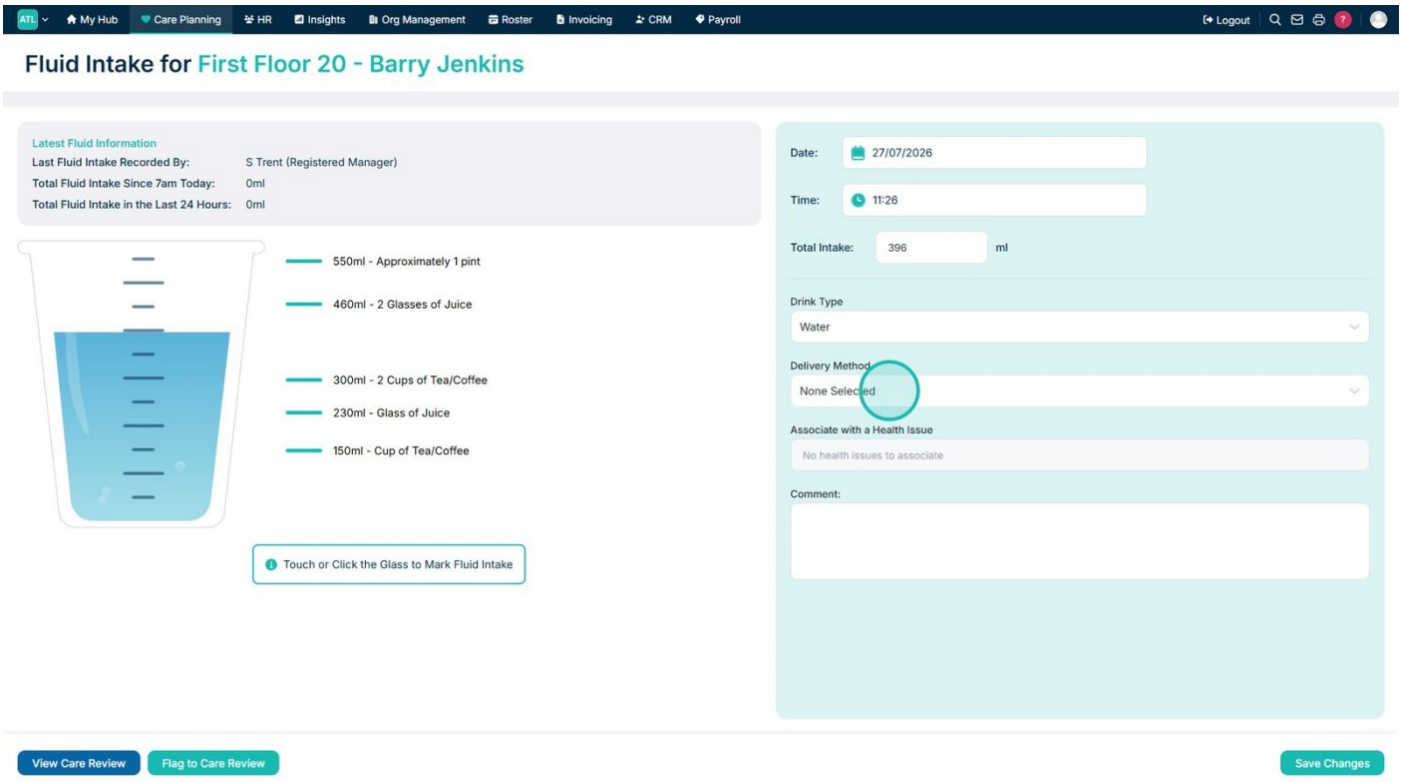
Review or amend the time the fluid was consumed.



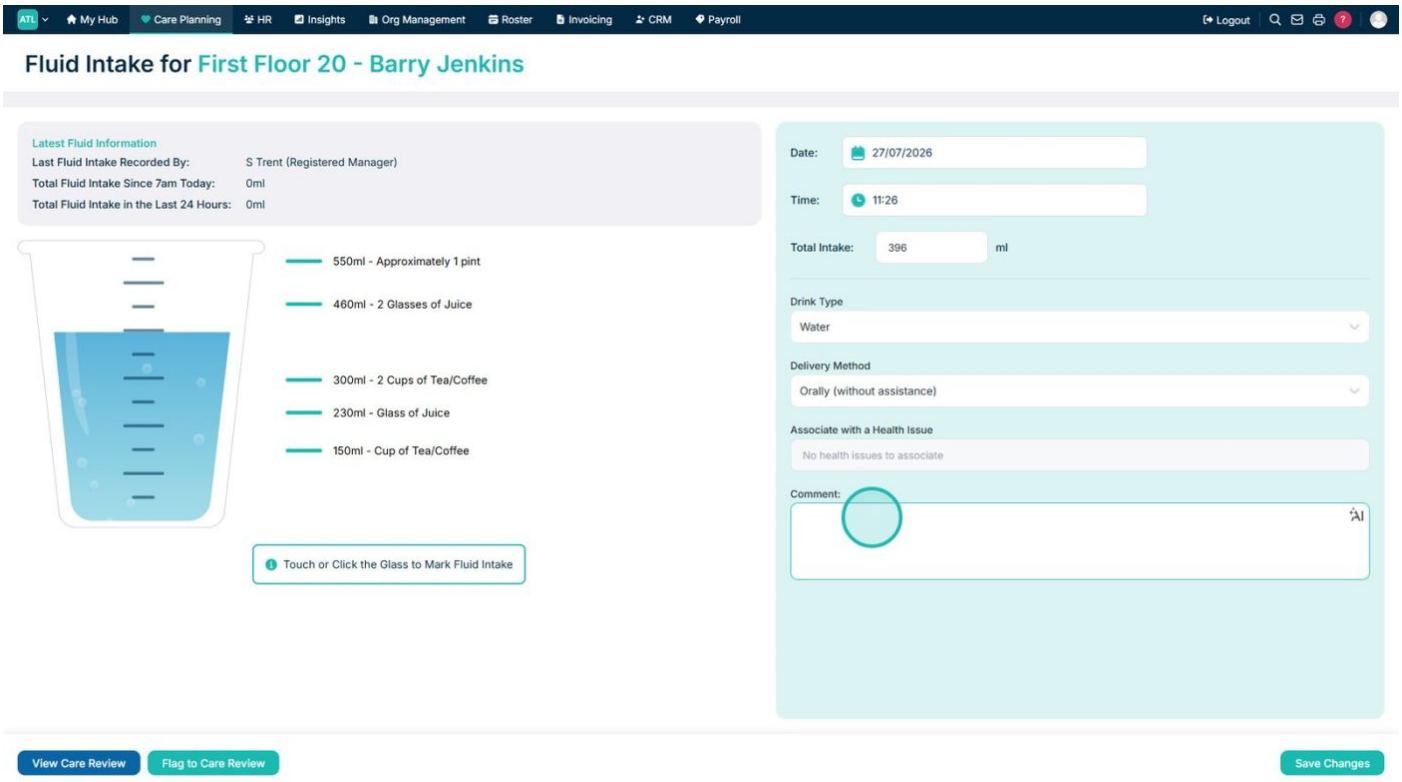
Select the drink type.



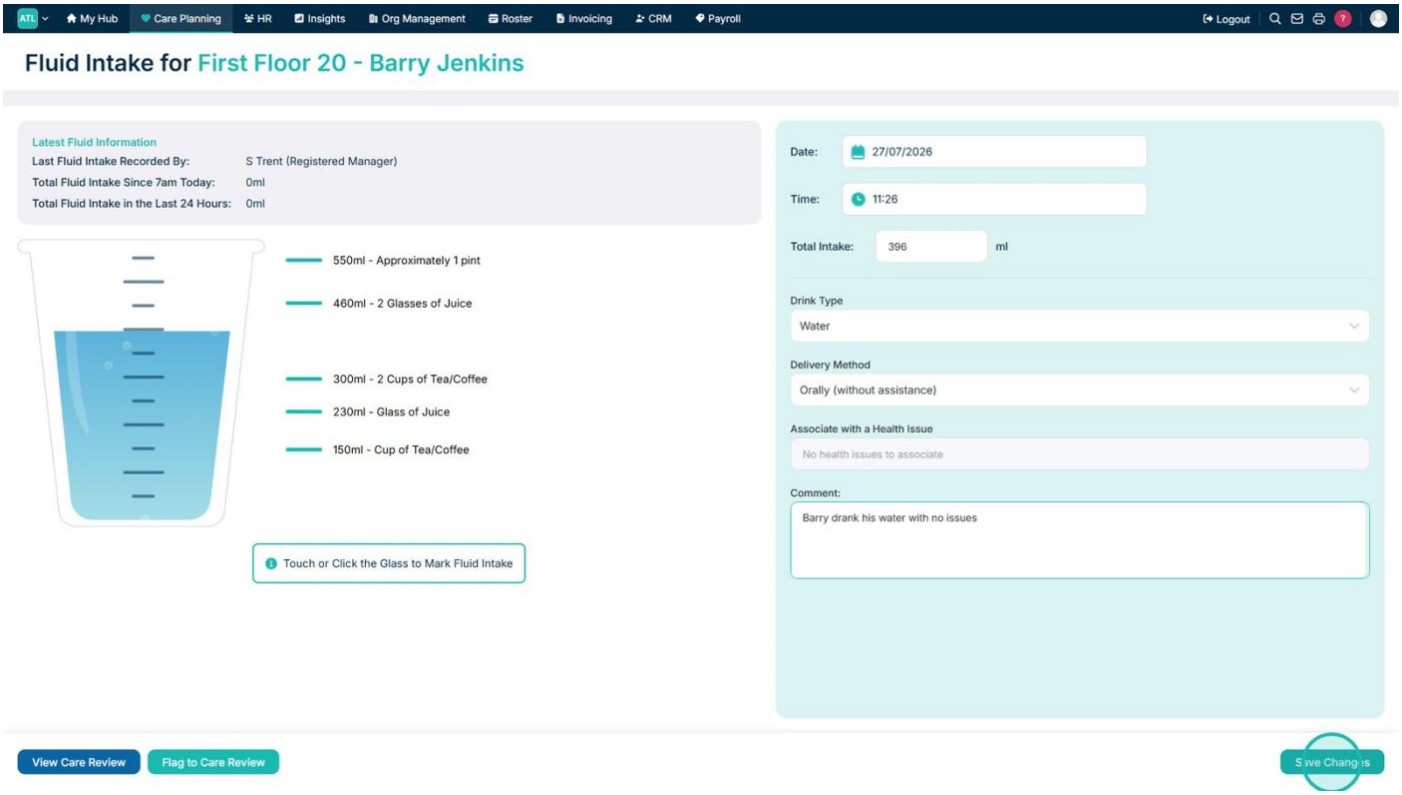
Select the delivery method.



Add a comment if additional information is required.



Select Save Changes to save the fluid intake record.



Top tip

Record fluid intake as soon as possible after it has been consumed to help ensure hydration records remain accurate.

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