Caregiver task list

Cross out what does not apply and add what does. Give every task one owner and one backup.

Daily

	Task	Owner	Backup
☐	Morning check-in call or visit		
☐	Medication taken as scheduled		
☐	Meals and drinks: is food in the house, and is it being eaten?		
☐	Mobility and safety: walking aids in reach, floors clear, lights working		
☐	Mood and wellbeing: anything different from usual?		
☐	A short note for the family about how the day went		

Weekly

	Task	Owner	Backup
☐	Grocery shop and fridge check, including out-of-date food		
☐	Laundry and bedding		
☐	Cleaning and tidying		
☐	Refill the weekly pill organiser, if one is used		
☐	Check the post and any urgent letters		
☐	Confirm the next week's appointments and transport		
☐	A longer visit or social contact for your parent		

Monthly

	Task	Owner	Backup
☐	Reorder prescriptions before they run out		
☐	Pay bills and check statements		
☐	Review the household: smoke alarm batteries, heating, repairs		
☐	Look at the care plan: is anything getting harder?		
☐	Short family check-in: who needs a break?		

As needed

	Task	Owner	Backup
☐	Book and prepare for doctor visits		
☐	Follow up on test results or referrals		
☐	Update the emergency information sheet		
☐	Review insurance, benefits and legal documents		
☐	Arrange respite care so the main carer can rest		

General information only, not medical, legal or financial advice. In an emergency, call your local emergency number.
Free from kinshipguard.com/free-printables. Kinship Guard is a shared care app for families on iPhone, iPad and Android.