Care instructions for a paid caregiver

Keep this at the home with the medication list and emergency sheet. Date it each time it changes.

In an emergency, call your local emergency number first, then the first contact below.

Name they like to be called

Instructions updated on

Language, hearing and sight

Agency and phone

Contacts, in order

Name	Relationship	Phone	Call about

Routine

Time	What happens and how they like it done
Morning	
Midday	
Afternoon	
Evening	

Medicines: where the list is kept, who gives what

Do

The house: keys, alarm, bins, pets, where things are

Don't (allergies, foods, safety rules)

Daily visit checklist

Date _____ Caregiver _____

	Task	When	Notes
☐	Arrive, say hello, check how they are today		
☐	Help with washing and dressing as agreed		
☐	Medicines given or prompted, as the agreed list says, and recorded		
☐	Breakfast or a meal, and a drink offered		
☐	Light housework: dishes, wipe surfaces, bins		
☐	Laundry or bed linen		
☐	Walk, exercise or an outing if agreed		
☐	Check the home is safe: floors clear, heating, doors		
☐	Write the visit note and anything the family needs to know		

Visit note: eating and drinking, mood, anything different, anything the family needs to know

Medicine names and times come from the list written by the prescriber or pharmacist. Ask the agency what its workers may do.

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.