The Family Care Handoff Checklist

15 things every helper needs before they take a shift

A free printable from Fairpage Studio

When care for a parent is shared — between siblings, a spouse, a neighbor, a paid aide — most mistakes don't happen because someone doesn't care. They happen at the **handoff**: the moment one person leaves and the next one arrives without the full picture.

Use this checklist the first time someone new helps, and any time something changes. Tick each box when the next helper knows where to find it.

Part 1 — The basics (who, where, how to reach)

☐ **1. Full name and date of birth** of the person receiving care, written exactly as the pharmacy and doctors have it.

☐ **2. Home address and door/key/lockbox notes** — how a helper or EMT gets inside.

☐ **3. Emergency contacts in call order** — who to call first, second, third, with the best number for each.

☐ **4. Primary doctor and specialists** — names, clinic numbers, after-hours lines.

☐ **5. Pharmacy** — name, phone, and which prescriptions are filled there.

Part 2 — Medications (where to look, not what to give)

☐ **6. One current medication list** kept in one place — name, strength, and schedule **copied from the label**. Everyone uses the same list.

☐ **7. Allergies and past reactions** written at the top, where no one can miss them.

☐ **8. "Who gave it?" log** — a place where each helper marks the time and their initials after each scheduled dose, so no dose is doubled or skipped.

☐ **9. Missed-dose plan:** the phone number to call (pharmacist or doctor) if a dose is missed or anyone is unsure. *Never guess.*

☐ **10. Refill dates** — which bottle runs out next and who is picking it up.

Part 3 — The day itself

☐ **11. Upcoming appointments** — date, time, location, and **who's driving**.

☐ **12. Daily routine notes** — meals, mobility help, sleep, anything that keeps the day calm.

☐ **13. What "not normal" looks like** — signs the family has agreed mean "call the doctor" or "call 911".

Part 4 — The family side

☐ **14. Shift schedule** — who is covering which days, and a backup for each.

☐ **15. Shared costs** — where receipts go and how the family agreed to split them, so money never becomes the fight.

The 10-minute handoff (do this at every shift change)

1. Read the last 24 hours of the "who gave it?" log together.
2. Say out loud: next scheduled dose, next appointment, anything unusual.
3. Point to where the emergency sheet is posted.
4. Write one line in the notes: "Handed off to ___ at ___, all clear / watch for ___."

Want all 15 in one place — filled in once, shared with the whole family?

The **Shared Family Caregiver System** (Excel + Google Sheets) turns this checklist into a living file:

List medications **once** → it builds the daily dosing board, a weekly 8 × 7 chart, refill flags, and a printable wallet card.

A one-page **Emergency Handoff** sheet fills itself in.

A **family care schedule** and **cost split** that works out who owes whom.

Share it in Google Sheets and every sibling sees the same page.

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Please read: This checklist is an organizing tool only. It does not provide medical, dosing, or pharmacy advice. Always follow the prescription label and the instructions of the prescribing doctor or pharmacist. If a dose is missed or you are unsure, call the pharmacist or doctor. In an emergency, call 911. Some text and design were created with help from AI tools, then edited and reviewed. © Fairpage Studio · fairpage.gumroad.com · fairpage.studio@proton.me