FAMILY CARE PLANNER

A simple guide to organising care for ageing parents

Use this planner to keep essential information together, coordinate family support and prepare for appointments. Fill in only what is relevant, review it regularly and keep it somewhere safe.

1. Parent's basic information

Full name: _____	Preferred name: _____
Date of birth: _____	Address: _____
Primary family contact: _____	Relationship: _____
Phone: _____	Last updated: _____

2. Important contacts

Treating doctor: _____	Phone: _____
Clinic / hospital: _____	Phone: _____
Emergency family contact: _____	Phone: _____
Other important contact: _____	Phone: _____

3. Health information to keep handy

Known allergies / reactions:	_____
Important health information (optional):	_____
Health insurance / policy details (where applicable):	_____
Location of medical reports / prescriptions:	_____

4. Current medicine record

Copy details from the current prescription or confirm them with the treating healthcare professional. Do not use this planner to change doses or schedules.

Medicine name	Prescribed dose	Time / instructions	Prescribing doctor

WEEKLY CARE & FAMILY COORDINATION

Keep the plan realistic. Share tasks and update it when needs change.

5. Appointment tracker

Date / time	Doctor / facility	Reason / questions	Follow-up / next step

6. Daily care check-in

Use as a reminder, not a strict routine. Adapt it to the person's preferences and professional advice.

■ Meals and snacks arranged	■ Drinking water accessible
■ Prescribed medicines checked against current instructions	■ Safe movement / activity as appropriate
■ Personal care support, if needed	■ Comfort, mood and social connection checked
■ Home pathways and bathroom kept clear	■ Any concerns noted for follow-up

7. Share family responsibilities

Task: _____	Person responsible: _____
Task: _____	Person responsible: _____
Task: _____	Person responsible: _____
Task: _____	Person responsible: _____

8. Notes and questions for the next appointment

_____

_____

_____

Important: This planner is an organisational aid, not medical advice or a substitute for professional care. Follow the treating healthcare professional's instructions. Keep personal and medical information secure and share it only with people who need it.

Saksham Care • Better information. Better care. Stronger families.