AROMITRA / CARE GUIDES

Daily Caregiver Handover Sheet

Non-clinical home support | One sheet per day or shift | Print on A4

Date and shift hours

Preferred name or initials

Outgoing caregiver or family member

Incoming caregiver or family member

1. Everyday routine

Status: done, declined, not due or not observed. Write only what you know.

Routine	Status	What was offered or done
Meals and drinks		
Washing and dressing		
Activity and rest		
Appointments or errands		

2. What changed

Use facts and times. Include what you did and who you told.

Time	What you saw or heard	Action and person informed

Parent’s preference or request for the next shift

3. Next shift

Say the most important next step aloud before leaving.

Next action	Who owns it	By when

Verbal handover acknowledged by

Time

Keep private. This is not a medicines chart or clinical care plan.

In an emergency in India, call 112. Do not wait to finish the log.