



FREE PRINTABLE KIT · CREATED BY A REGISTERED NURSE

The Caregiver Binder Kit

Nine ready-to-print pages that organize everything about your loved one's care — so any question can be answered from one place, by anyone, in under a minute.

What's inside

1 Quick-Reference Emergency Sheet

3 Medical Contacts & Care Team

5 Appointment Prep & Visit Notes

7 Symptom & Observation Log

9 Binder Cover & Review Log

2 Current Medication List

4 Medical History & Conditions

6 Daily Care & Routines

8 Family Coordination Plan

+ This how-to page

How to use this kit

1

Print & fill

Print every page (extra copies of the medication list, visit notes, and symptom log — they get used the most). Fill them out in pencil or pen.

2

Build the binder

A 1.5–2" three-ring binder with 9 divider tabs. Emergency sheet goes first, in a sheet protector. Keep it somewhere visible — most families use the kitchen counter.

3

Keep it current

Update the same day anything changes — medications, diagnoses, hospital visits. Do a 10-minute review monthly and date it on the review log.

Want the version that never goes out of date? The full guide to building your binder — and the hybrid paper + digital system we recommend — is at safehandsapp.com/caregiver-binder-guide.

Quick-Reference Emergency Sheet

The first page in the binder. Hand this to EMS or the emergency department — before anyone asks.

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IN AN EMERGENCY, GIVE THIS PAGE TO RESPONDERS

FULL NAME

DATE OF BIRTH

HEIGHT

WEIGHT

ALLERGIES — DRUG & FOOD (INCLUDE THE REACTION, E.G. "PENICILLIN → HIVES")

☐ TAKES A BLOOD THINNER — which one: _____ (tell responders immediately)

CURRENT CONDITIONS (PLAIN LANGUAGE)

HOME OXYGEN · ☐ Yes ☐ No · device & flow rate (e.g. nasal cannula, 2 L/min):

MEDICATIONS — FULL DATED LIST IS BEHIND THIS PAGE (SECTION 2)

EMERGENCY CONTACTS

NAME

RELATIONSHIP

PHONE

PRIMARY DOCTOR & PHONE

PREFERRED HOSPITAL

ADVANCE DIRECTIVE / DNR — ☐ Yes ☐ No · where the document is kept:

THIS SHEET UPDATED ON

Make copies: one on the refrigerator, one in the car's glove box, one in your bag, one photographed on your phone.

Always date this page — a dated, current list is the single most valuable document you can hand a nurse. Bring it to every appointment.

[illegible]

Medical Contacts & Care Team

Every person involved in care, on one page. Add what each provider is for — "Dr. Osei — kidneys" beats "Dr. Osei."

MEDICAL TEAM

NAME	SPECIALTY / WHAT FOR	PHONE	LAST SEEN
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Primary care:

PHARMACY & SERVICES (HOME HEALTH, CASE MANAGER, EQUIPMENT, INSURANCE PHONE LINES)

NAME	WHAT THEY HANDLE	PHONE	NOTES
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Pharmacy:

FAMILY & HELPERS

NAME	ROLE IN CARE	PHONE	BACKUP?
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Medical History & Conditions

The story a new provider needs in two minutes. Use the wording from discharge paperwork where you can, plus your own plain-language notes.

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DIAGNOSES & ONGOING CONDITIONS

CONDITION	SINCE	NOTES (WHO MANAGES IT, HOW IT'S MONITORED)

SURGERIES & HOSPITALIZATIONS

WHAT	WHERE	WHEN

IMMUNIZATIONS

VACCINE	MOST RECENT DATE	NOTES
Flu		
Pneumonia		

FAMILY HISTORY HIGHLIGHTS

Appointment Prep & Visit Notes

One page per visit — print plenty. Walking in with written questions is the difference between leaving informed and leaving with more questions.

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DATE

PROVIDER & SPECIALTY

REASON FOR VISIT

BEFORE THE VISIT — MY QUESTIONS (WRITE THEM DOWN, CHECK THEM OFF)

DURING THE VISIT — WHAT THE PROVIDER SAID

CHANGES MADE · If medications changed: ☐ I updated the medication list (Section 2)

NEXT STEPS — FOLLOW-UPS, TESTS, REFERRALS, WHAT TO WATCH FOR

MORNING

AFTERNOON

EVENING

MEALS & DIETARY RULES (RESTRICTIONS, TEXTURES, INTERACTIONS — E.G. LOW SODIUM, THICKENED LIQUIDS, NO GRAPEFRUIT)

MOBILITY, ASSISTIVE DEVICES & EQUIPMENT (WALKER, OXYGEN SETTINGS, HEARING AIDS, GLASSES)

PERSONAL CARE NOTES (BATHING, TOILETING, SKIN CHECKS)

COMFORTS & PREFERENCES — THE SMALL THINGS THAT KEEP A DAY CALM

Family Coordination Plan

Written down instead of assumed — who does what, who's the backup, and how everyone stays informed.

WHO DOES WHAT

RESPONSIBILITY	WHO OWNS IT	BACKUP	NOTES
Medications & refills			
Appointments & transport			
Finances & insurance			
Groceries & meals			
Home & yard			
Respite / relief shifts			

COMMUNICATION PLAN — HOW UPDATES GET SHARED AFTER APPOINTMENTS

IN AN EMERGENCY, CALL IN THIS ORDER

#	NAME	PHONE	THEN
1			
2			
3			

WHERE THINGS LIVE — BINDER LOCATION, SPARE KEY, IMPORTANT DOCUMENTS



MEDICAL BINDER

for

In an emergency: the Quick-Reference Emergency Sheet is the first page inside this binder. · Put a note on the refrigerator that says where this binder lives — EMS crews are trained to look there.

REVIEW LOG — 10 MINUTES, ONCE A MONTH

DATE REVIEWED	BY	WHAT CHANGED