Shift handover

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Date	Shift from to	Person cared for (first name or initials)
Handed over by		Received by

1. How the shift went

2. Medicines this shift (names and times as written on the care plan)

Time due	Medicine	Given / Not given	By	Note (e.g. reason not given, who was told)

3. Food and drink

Time	What and roughly how much	Note

4. Personal care, rest and activity

5. Anything different from usual

Who was told, and when

6. Appointments, visitors, calls

7. Supplies running low

8. For the next shift

9. Questions for the family lead

Handed over (initials) _____ **Received** (initials) _____ **Time** _____

This sheet records what happened during a shift. It does not change the care plan or replace medical instructions. If something is urgent, follow the care plan and call your local emergency number.

How to use the shift handover sheet

A written handover helps the next person start their shift knowing what happened: which medicines were given or not given and by whom, what was eaten, what was different, and what still needs doing. It organises information from the existing care plan; it is not a place to make clinical decisions.

1. Print a few blank sheets and keep them with the care plan, so every helper finds them in the same place.
2. Fill it in during the shift, as things happen. Write medicine names and times exactly as they appear on the care plan or medication list.
3. Record what happened; don’t decide anything from this sheet. Doses and care follow the care plan. If something is unclear, ask the family lead or the care contact named in the plan.
4. At changeover, read the sheet through together, then both initial the sign-off line.
5. Keep finished sheets private, with the care plan, and dispose of them securely when they are no longer needed.
6. If something is urgent, follow the care plan and call your local emergency number. Don’t wait for the handover.

Page 1 is the blank sheet; print as many copies as you need. Page 3 shows a filled-in example with a fictional person and helpers.

This template is free to print and share as it is. If your family uses an app instead of paper, Zaqi Care keeps the same information (doses marked Given or Not given with who and when, and a written handover for the next person) in one shared record on iPhone, Android and the web.

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Shift handover

EXAMPLE · fictional person and helpers

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Date	Shift	Person cared for (first name or initials)
Tue 14 March	08:00 to 14:00	R. (example)
Handed over by Jo (respite worker)		**Received by** Sam (family)

1. How the shift went

Calm morning. Up and dressed by 09:00, short walk in the garden, rested after lunch.

2. Medicines this shift (names and times as written on the care plan)

Time due	Medicine	Given / Not given	By	Note (e.g. reason not given, who was told)
08:00	Morning medicines, as listed on care plan p. 2	Given	JO	
12:00	Midday tablet, as listed on care plan p. 2	Not given	JO	Refused. Told Sam 12:05, as the plan says.

3. Food and drink

Time	What and roughly how much	Note
08:30	Porridge (half bowl), tea	
10:30	Water, 2 cups	
12:30	Soup and bread, most of it	

4. Personal care, rest and activity

Washed and dressed 09:00. Walk to the garden with the frame 10:30. Rested 13:00–13:45.

5. Anything different from usual

Quieter than usual after lunch; said a knee felt sore.

Who was told, and when

Told Sam at 13:15. Added to the questions list for the next doctor's visit.

6. Appointments, visitors, calls

Pharmacy called 11:00: repeat prescription ready Thursday.

7. Supplies running low

Gloves: half a box left. Wipes: one pack left.

8. For the next shift

Evening medicines as on the care plan. Prescription pick-up is Thursday.

9. Questions for the family lead

Is the hairdresser visit on Friday still booked?

Handed over (initials) JO **Received** (initials) SAM **Time** 14:05

This sheet records what happened during a shift. It does not change the care plan or replace medical instructions. If something is urgent, follow the care plan and call your local emergency number.