LARGE PRINT

Caregiver Daily Checklist

Morning to night, so nothing gets missed

Daily checklist • every-day checks • weekly tick sheet • when to get help • help needed

Type in it on screen, or print as many copies as you like

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Daily Checklist

MORNING AND MIDDAY • TICK EACH TASK AS IT IS DONE

DATE _____ CAREGIVER _____

Morning

- [ ] Greet and gently orient: day, date and the plan for today
- [ ] Toileting; check skin and continence
- [ ] Wash or bathe, plus oral and denture care
- [ ] Dress in clean clothes and safe, non-slip footwear
- [ ] Give morning medicines with water; check each against the medicine list
- [ ] Breakfast with some protein; offer a full glass of fluid
- [ ] Quick steadiness check before the first walk of the day

Midday

- [ ] Offer fluids: steady sips matter more than one big glass
- [ ] Lunch; note appetite and anything left uneaten
- [ ] Midday medicines if scheduled; watch for side effects
- [ ] Toileting and hand hygiene
- [ ] One enjoyable activity: a walk, a visitor, a hobby
- [ ] A short rest if needed (earlier is better than late afternoon)

Daily Checklist

EVENING AND NIGHT • TICK EACH TASK AS IT IS DONE

DATE _____ CAREGIVER _____

Evening

- [ ] Dinner: a lighter portion, with enough fluids
- [ ] Evening medicines; confirm the day's earlier doses were all given
- [ ] Wind down: dim the lights, lower the noise, calm activity
- [ ] Toileting and a skin check; moisturize dry or reddened areas
- [ ] Lay out clothes and anything needed for the morning

Night

- [ ] Bedtime medicines if scheduled
- [ ] Safety sweep: night lights on, path to the bathroom clear
- [ ] Phone and the medical alert button within easy reach
- [ ] Note anything unusual from the day in the log

NOTES FOR THE NEXT CAREGIVER

Every-Day Checks

ONE TICK SHEET FOR THE WHOLE WEEK

WEEK STARTING _____

CHECK	MON	TUE	WED	THU	FRI	SAT	SUN
Medicines given and logged	☐	☐	☐	☐	☐	☐	☐
Ate enough and drank fluids	☐	☐	☐	☐	☐	☐	☐
Moved safely: no falls or near falls	☐	☐	☐	☐	☐	☐	☐
Toileting normal for them	☐	☐	☐	☐	☐	☐	☐
Skin intact, no new sore spots	☐	☐	☐	☐	☐	☐	☐
Mood and engagement OK	☐	☐	☐	☐	☐	☐	☐
Home safe: locks, stove, walkways	☐	☐	☐	☐	☐	☐	☐

ANYTHING TO TELL THE DOCTOR OR THE FAMILY THIS WEEK

When to Get Help

SIGNS THAT NEED A CALL TODAY, NOT AT THE NEXT APPOINTMENT

- Sudden weakness, facial droop or slurred speech: call 911 (stroke signs)
- Chest pain, trouble breathing or bluish lips: call 911
- A fall with injury, a blow to the head, or unable to bear weight
- New or worsening confusion, drowsiness, or being hard to wake
- Signs of dehydration: little or very dark urine, dry mouth, dizziness
- Fever with shaking chills, or a new cough bringing up phlegm
- Repeated vomiting, or not eating or drinking for a day
- Skin that is broken, or red and not fading: a possible pressure sore

For any of these, call the doctor or nurse right away, or 911 where it says so. When in doubt, call.

HOW MUCH HELP IS NEEDED (REVIEW EVERY FEW MONTHS)

DAILY TASK	DOES IT ALONE	NEEDS SOME HELP	NEEDS FULL HELP
Bathing and grooming	☐	☐	☐
Dressing	☐	☐	☐
Toileting	☐	☐	☐
Moving from bed to chair	☐	☐	☐
Continence	☐	☐	☐
Eating	☐	☐	☐
Managing medicines	☐	☐	☐
Preparing meals	☐	☐	☐
Money and bills	☐	☐	☐
Shopping and errands	☐	☐	☐
Housework and laundry	☐	☐	☐
Using the phone	☐	☐	☐
Getting to appointments	☐	☐	☐