

Respite Caregiver Handoff Sheet

Printable emergency information handoff for temporary caregivers

For respite caregivers, family helpers, and short-term support people receiving a handoff.

Emergency information to organize ☐ Primary caregiver contacts ☐ Routine and comfort notes ☐ Medications and allergies to reference ☐ Mobility and communication notes ☐ Supplies and document locations	Contacts and locations Primary contact: Backup contact: Provider/pharmacy: Where documents are kept:
Important notes for helpers Communication, mobility, comfort, access, supply, and routine notes can be written here. Keep instructions consistent with the person's care plan and clinician guidance.	Update reminder Review this sheet after contact, medication, allergy, provider, school, caregiver, household, or care-plan changes.

Privacy and safety note

Share only with trusted caregivers or contacts. Store paper copies where they are easy to find but not publicly visible. This sheet can help organize emergency information; it is not medical, legal, custody, or child-care advice and does not replace emergency services, clinicians, patient portals, medical records, medication labels, or care plans.

