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YOUR FAMILY CAREGIVER TOOLKIT · NOVEMBER 8, 2026

Sample: Margaret's Family Caregiver Toolkit

Fill-in templates to keep everything in one place. Type into the boxes on a computer, or print and write by hand.

FOR YOUR SITUATION

Keep a printed copy somewhere easy to find, like on the fridge or by the phone, and share a copy with anyone who helps Margaret.

Because others help too, the care schedule and family meeting agenda will help everyone stay on the same page.

Update it whenever something changes, especially medications.

Emergency information

For paramedics, hospital staff or anyone helping in an emergency.

Full name

Date of birth

Address

Where the health card is kept

Health conditions

Allergies

Family doctor and phone

Pharmacy and phone

Emergency contact 1 (name, relationship, phone)

Emergency contact 2 (name, relationship, phone)

Power of Attorney for Personal Care (name and phone)

Where care wishes are written down

Other important notes (hearing, sight, mobility, language)

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Medication list

Include prescriptions, over-the-counter medicines, vitamins and supplements. Take it to every appointment.

Medication	Dose	When	What it's for	Prescribed by

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Contacts

	Name	Phone	Notes
Family doctor			
Pharmacy			
Specialist			
Specialist			
Dentist			
Home care			
Neighbour			
Family			
Family			
Family			
Other			
Other			

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Weekly care schedule

Who's helping when: visits, calls, meals, rides and appointments.

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

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Appointment log

Write down what was said, so everyone knows what happens next.

Date	Who with	What was said	Next steps

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Family meeting agenda

Keep it focused on what Margaret needs, and invite Margaret if they'd like to join.

Date, time and who's coming

How things are going for Margaret right now

What Margaret wants (their wishes and priorities)

What's working well

What needs attention

Who will do what, and by when

Decisions made

Next meeting date

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Where important documents are kept

You don't need copies here, just where each one is.

	Where it's kept	Notes
Will		
Power of Attorney for Personal Care		
Continuing Power of Attorney for Property		
Health card		
Social Insurance Number		
Insurance policies		
Bank and investments		
Pension and benefits		
Home ownership or lease		
Written care wishes		
Funeral wishes		

For a full plan for Margaret, with who does what, by when, and checked local services, see the Personalized Family Plan. senestro.ca/pricing

These templates help you organize information. They aren't legal documents. Keep personal information somewhere safe. In an emergency, call 911.