

Care Notebook

A Quick Guide

What is a Care Notebook?

A Care Notebook is an organizing tool for families who have children with special health care needs. Use a Care Notebook to keep track of important information about your child's health and care.

How can a Care Notebook help me?

In caring for your child with special health needs, you may get information and paperwork from many sources. A Care Notebook helps you organize the most important information in a central place. A Care Notebook makes it easier for you to find and share key information with others who are part of your child's care team.

Use your Care Notebook to:

- Track changes in your child's medicines or treatments
- List telephone numbers for health care providers and community organizations
- Prepare for appointments
- File information about your child's health history
- Share new information with your child's primary doctor, public health or school nurse, daycare staff, and others caring for your child

What are some helpful hints for using my child's Care Notebook?

- Store the Care Notebook where it is easy to find. This helps you and anyone who needs information in your absence.
- Add new information to the Care Notebook whenever there is a change in your child's treatment.
- Consider taking the Care Notebook with you to appointments and hospital visits so that information you need will be close at hand.

How do I set up my child's Care Notebook?

Follow these steps to set up your child's notebook

Step 1: Gather information you already have.

- Gather up any health information you already have about your child. This may include reports from recent doctor's visits, immunization records, recent summary of a hospital stay, this year's school plan, test results, or informational pamphlets.

Step 2: Look through the pages of the Care Notebook.

- Which of these pages could help you keep track of information about your child's health or care?
- Choose the pages you like. Print copies of any that you think you will use. .

Step 3: Decide which information about your child is most important to keep in the Care Notebook.

- What information do you look up often?
- What information is needed by others caring for your child?
- Consider storing other information in a file drawer or box where you can find it if needed.

Step 4: Put the Care Notebook together.

- Everyone has a different way of organizing information. The only important thing is to make it easy for you to find again. Here are some suggestions for supplies used to create a Care Notebook:
- 3-ring notebook or large accordion envelope. Hold papers securely.
- tabbed dividers. Create your own information sections.
- pocket dividers. Store reports.
- plastic pages. Store business cards and photographs