

# 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