

Care-home visit checklist

Tick when checked. Mark N/A where appropriate; record anything unresolved below.

Home / visit date:

Person visiting / contact at the home:

- ☐ Current needs, night support and likely changes discussed.
- ☐ Dementia, physical and mental health support checked.
- ☐ Staff skills, clinical links and medicines arrangements checked.
- ☐ Parent's wishes, routines, faith and relationships discussed.
- ☐ Inspection findings and the actual available room checked.
- ☐ Written fees, extras, deposits, increases and notice obtained.
- ☐ Signing authority, guarantees and future public funding checked.
- ☐ Questions, concerns and the next contact recorded.

Unresolved questions / next action

Action owner / follow-up date:

The full guide, When an Older Parent Needs Care: care.kingsheadpress.com/book

Hospital discharge checklist

Tick when checked. Mark N/A where appropriate; record anything unresolved below.

Planned discharge / destination:

Receiving contact / review date:

- ☐ Review date and purpose of the next placement confirmed.
- ☐ Funding, charge start/end dates and payer confirmed.
- ☐ Medication list, next doses, supply and handover confirmed.
- ☐ Equipment, access and community support confirmed.
- ☐ Transport, arrival time and receiving person confirmed.
- ☐ Receiving service can meet current day and night needs.
- ☐ Consent, authority, family limits and unresolved gaps recorded.
- ☐ Follow-up appointments and out-of-hours contacts recorded.

Unresolved questions / next action

Action owner / follow-up date:

The full guide, When an Older Parent Needs Care: care.kingsheadpress.com/book

First-month review checklist

Tick when checked. Mark N/A where appropriate; record anything unresolved below.

Home / review date:

Parent's views / who attended:

- ☐ Comfort, sleep, eating, drinking and mouth care reviewed.
- ☐ Medicines, pain, mobility, hearing and vision reviewed.
- ☐ Mood, distress, relationships and familiar routines discussed.
- ☐ Day/night support and changes in needs reviewed.
- ☐ Care plan, named contact and follow-up actions agreed.
- ☐ Invoices checked against fees, deposits and contributions.
- ☐ Benefits changes reported; continuing income confirmed.
- ☐ Old-home checks and the next review date agreed.

Unresolved questions / next action

Action owner / follow-up date:

The full guide, When an Older Parent Needs Care: care.kingsheadpress.com/book

Funeral administration checklist

Tick when checked. Mark N/A where appropriate; record anything unresolved below.

Person / date:

Funeral organiser / estate representative:

- ☐ Care/medical team contacted; registration route checked.
- ☐ Will, funeral wishes, prepaid plan and insurance located.
- ☐ Home, pets, keys and valuables secured; insurer notified.
- ☐ Authority to arrange, itemised quote and payer confirmed.
- ☐ Bank asked about direct funeral-invoice payment.
- ☐ Funeral support checked early; claim deadline recorded.
- ☐ Tell Us Once where available and other notifications planned.
- ☐ Estate authority, debts and care/loan balances checked.

Unresolved questions / next action

Action owner / follow-up date:

The full guide, When an Older Parent Needs Care: care.kingsheadpress.com/book