



Carer Records Kit

A central source of information about the person you care for



Placing Carers First

Foreword

Dear Carer

Thank you for taking the opportunity to open and read this e-Book. We hope you will find the 'Carer Records Kit' a valuable tool for recording vital information about the person you care for. Having this information in a central location can assist you and others to quickly locate medical history, important contacts and appointments for the person being cared for.

Family carers provide unpaid care and support to family members and friends who have a disability, mental illness, chronic medical condition, terminal illness or are frail aged.

As a carer, you are just starting a new journey or have been on the path of providing care and support to a loved one or friend for a while.

Being a carer means that not only are you a partner, friend, mother, father, sister, brother son or daughter but you also do those extra things to make life more comfortable for the person you are caring for. It may be dropping in a couple times a week to make sure they are eating, showering or just coping with the general day to day life or it can be tasks such as personal and incontinence care, meal preparation and cleaning, financial management, medication supervision, emotional and social support and a myriad of other daily tasks.

This journey is more often an emotional one and Carers Queensland staff are available to support you in your caring role; by providing emotional support, information and referrals to programs or services that can provide assistance, advocacy support, support groups, connections with other carers and much more.

Please call the Carer Advisory Service on **1800 242 636** to see if there is some way we can assist you.



Debra Cottrell
Chief Executive Officer
Carers Queensland Inc.

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This Carer Records Kit is created for you, as a family carer to:

- remind you how important self-care is;
- keep a summary of important information in one place rather than having different files and sheets of paper that could be easily lost;
- have important contact numbers at your finger tips;
- provide you with an emergency information kit that, if required, can be given to the Police, Ambulance or Hospital.



Privacy

*Your privacy is important and it is up to you what you share in this kit with others.
This kit is created to support you and to keep important information in one central place.*

Self-Care Matters

Caring for yourself is extremely important. You may think you don't have time with everything else that is going on in your role as a carer and many carers feel guilty about taking time out for themselves. But if you can, both you and the person being cared for will benefit.

You may not be able to control all the challenges that life throws at you, but you can control how you respond and look after yourself.

Self-care simply means nurturing yourself; making sure that your own physical, mental, spiritual and emotional needs are met. Getting enough sleep, eating healthy food and regularly exercising are all important components of self-care.

It is imperative you care for yourself first. It is a similar concept to when you fly on an airplane and they tell you that, in an emergency, when the oxygen mask falls, you put on your own mask before assisting anyone else. Only when we look after ourselves first, can we effectively help others.

When your own needs are taken care of, the person you care for will actually benefit too.

Practical things you can do to look after yourself.

- Make a doctor's appointment for a check up.
- Join a yoga or meditation class.
- Take part in a gym or aqua aerobics class.
- Take time out during the day for 'me time'.
Maybe sit outside, have a cup of tea or coffee or have a relaxing bath.
- Play with your pet.
- Call a friend for a chat.
- Go for a walk.



Did you know?

Facts about caring

Carers provide unpaid care and support to family members and friends who have a disability, mental illness, chronic condition, terminal illness or are frail aged.

The Australian Bureau of Statistics 2012 Survey of Disability, Ageing and Carers indicated that in Queensland:

- 484,400 Queenslanders are carers
- 275,000 carers are female (57% all ages, primary and secondary)
- 209,400 carers are male (43% all ages, primary and secondary)

Nationally, 2.7 million Australians were carers in 2012 (12%), with 770,000 (3.4%) identified as primary carers. This was a similar proportion to 2009, with carers representing 12% of the population and primary carers representing 3.6% of the population.

Respite

From time to time, carers may need to take a break from their caring role.

Most formal respite is provided as a result of a **needs assessment of the 'Care recipient' (the person that you care for)**.

There are two main forms of assessment:

1. Home and Community Care (HACC) assessment:

Your care recipient is visited by a HACC assessor in their home who conducts a series of questions and observations which are recorded as the "ongoing needs assessment" or ONI.

2. Aged Care Assessment Team (ACAT) assessment:

The recipient usually needs to have 'complex care needs' as a result of two or more chronic medical conditions, or one severe condition.

Except for emergency situations, a person must be assessed as needing residential respite care by the Aged Care Assessment Team (ACAT) before entry to

an Australian Government subsidised service.

Commonwealth Respite and Carelink Centres specialise in helping people find information on services in their local area. Call your Commonwealth Respite and Carelink Centre on Freecall™ 1800 052 222 during business hours or, for emergency respite support outside standard business hours on Freecall™ 1800 059 059*. (*Calls from mobile phones are charged at applicable rates.)

Financial support for carers

Centrelink

- Carers payment
- Carers allowance

To find out more or to have the applications forms sent to you, please call Centrelink's Disability and Carers line on 13 27 17.

Other financial support for carers includes the No Interest Loan Scheme (NILS) provided through Carers Queensland 1800 242 636 and Financial First Aid – Lifeline 1800 007 007.

Medical Aids Subsidy Scheme (MASS)

MASS is a Queensland Health subsidy scheme which assists Queensland residents who have permanent and stabilised medical conditions or disabilities. MASS may provide subsidy funding to assist with the purchase of a range of aids and equipment but you may also need to contribute to the purchase cost. Funding is provided to assist people to remain at home and to avoid premature residential care admission. Categories include Communication aids, Continence aids, Daily living aids, Home oxygen, Orthopaedic footwear, Mobility Aids and Orthoses. Phone 07 3136 3636 or call TOLL FREE 1300 443 570.

The CARE Program

Carers Queensland has partnered with well known businesses to deliver discounts on a range of products and services to members of Carers Queensland. To view the deals on offer and to join Carers Queensland visit www.carersqld.asn.au and follow the links to The CARE Program or call the Carer Advisory Service on 1800 242 636.

Carer Records Kit

Personal Identification Information

Identification information for the care recipient.

Name: _____
Address: _____

Phone: _____
Email: _____
DOB: _____
Pension Number: _____
Medicare Number: _____
Private Health Insurance: _____

Emergency Contact 1

Name: _____
Address: _____

Phone: _____
Email: _____

Emergency Contact 2

Name: _____
Address: _____

Phone: _____
Email: _____

Enduring Power of Attorney

Name: _____
Address: _____

Phone: _____
Email: _____

Adult Guardian (if applicable)

Name: _____
Address: _____

Phone: _____
Email: _____

Advanced Health Directive (if applicable) Where can the document be located?

Name: _____
Address: _____

Phone: _____
Email: _____

Carer Records Kit

Medical History

Medical history for the care recipient

Name: _____

Medical Information

Blood type: _____

Medicare number: _____

Private health insurance number: _____

General Practitioner

Name: _____

Address: _____

Phone: _____

Email : _____

Specialist

Name: _____

Address: _____

Phone: _____

Email: _____

Specialty: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Specialty: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Specialty: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Specialty: _____

Carer Records Kit

Medical History

Name: _____
Address: _____
Phone: _____
Email: _____
Specialty: _____

Name: _____
Address: _____
Phone: _____
Email: _____
Specialty: _____

Name: _____
Address: _____
Phone: _____
Email: _____
Specialty: _____

Name: _____
Address: _____
Phone: _____
Email: _____
Specialty: _____

Name: _____
Address: _____
Phone: _____
Email: _____
Specialty: _____

Name: _____
Address: _____
Phone: _____
Email: _____
Specialty: _____

Carer Records Kit

Medical History

Diagnosed Medical Condition/Disability

Condition/Disability	Date Diagnosed	Treatment

Allergies

Allergy	Treatment

Medical Procedures

Date	Procedure	Location of Facility

Additional Medical Information

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Medication List

This medication list is for the person you care for. This list may help in an emergency as it can be located quickly or given to medical staff.

Medication Name	Dose	Time	Comments

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Support Contacts

Use this sheet to record the organisations you use e.g. respite, cleaning, community, and transport. There are blank rows for you to add your own.

Type	Name	Contact	Comments
<i>(for example)</i> Carer Support	Carers Queensland	1800 242 636	I use them for counselling and support groups
Cleaning			
Respite			
Transport			

Carer Records Kit

Appointments

Keep track of appointments you make for the person you care for by recording them on this sheet.

Date & Time	With	Address & Phone Number	Reason for appointment (eg GP, Specialist, X-ray, etc)

Carer Records Kit

Service Provider Contacts

ARAFMI – 24 Hour Help Line
(Association for the Relatives and Friends of the Mentally Ill)
1800 351 881 (outside Brisbane)
07 3254 1881 (Brisbane Callers)

Autism Queensland
07 3273 0000

Beyond Blue
1300 22 4636

Cancer Council Help Line
13 11 20

Carer payment and carer allowance
(Federal Government – Human Services)
13 27 17

Carers Queensland Inc.
1800 242 636

Cerebral Palsy League
1800 275 753

Commonwealth Respite and Carelink
1800 052 222

Community Care Access Point
(HACC assessment line for under 65's)
1800 600 300

Deaf Services Queensland
07 3892 8500

Dementia Behaviour Management Advisory Service (DBMAS)
24 hour Clinical Support
1800 699 799

Dementia Help Line
1800 639 331

Disability Support Pension, Mobility allowance, Sickness Allowance (Federal Government – Human Services)
13 27 17

Disability Services (Queensland Government)
13 74 68

Down Syndrome Association Queensland
07 3356 6655

DV Connect Women's Line
(Domestic Violence Crisis Line)
1800 811 811

DV Connect Men's Line
(Domestic Violence Crisis Line)
1800 600 636

DV Connect Sexual Assault helpline
(Domestic Violence Crisis Line)
1800 010 120

Elder Abuse Prevention Unit
1300 65 11 92

Institute for Urban Indigenous Health
07 3252 9851

Kidney Support Network
07 3300 0906

Kids Help Line
1800 551 800

Lifeline 24 Hour Counselling
13 11 14

Life Tec
(Assistive Technology)
1800 885 886

Medical Aid Subsidy Scheme (MASS)
07 3136 3636 (Brisbane)

Medicare - General enquiries
13 20 11

Men's Line
1300 78 99 78

Mental Health Help Line
1300 729 686

National Continence Help Line
1800 330 066

National Dementia Help Line
1800 100 500

Palliative Care Information Service
1800 772 273

Queensland Aboriginal & Islander Health Council
07 3328 8500

Queensland Advocacy Inc.
Telephone-based legal advice Service an information and referrals for people with a disability
07 3844 4200

Queensland Aged and Disability Advocacy (QADA) Inc.
1800 818 338

Queensland Vision Initiative Inc. Vision Australia - Queensland
07 3727 2279

Salvo Care Line
1300 36 36 22

Seniors Enquiry Line
1300 135 500

Smart Services
(Primary point of contact to access Queensland Government services)
13 74 68

St Vincent de Paul Society Queensland
07 3010 1096

Synapse
(trading name for the Brain Injury Association of Qld Inc.)
07 3137 7400 (Brisbane callers)
1800 673 074 (outside Brisbane callers)

Vision Australia
1300 74 84 66

13 HEALTH
13 43 25 84

