

Setup & contacts

Fill this in for one pet. Attach the current written instructions from your veterinarian. Keep this sheet with the daily record.

Pet / date / plan version _____	Care window / person taking over _____
Owner / phone _____	Backup contact / phone _____
Veterinarian / phone _____	Emergency clinic / phone / address _____

Medication setup - copy the label and vet plan

Medication / strength (from label) _____	What it is for (per your vet) _____
Due time(s) (from current plan) _____	How to give (per label / vet) _____
If late / missed / uncertain (vet plan) _____	Refill date / supply check _____

Print another setup sheet for each additional medication. Do not invent instructions or dosing rules.

Handoff check

[] Review latest entries together. [] Show the next caregiver where the current plan and log are kept. [] Confirm the care window and contacts. [] Get an explicit reply when responsibility changes.

Sheet / supplies kept at: _____

This sheet records care and contacts. It does not prescribe treatment, calculate doses or decide whether to give, repeat or skip medication. Follow your veterinarian's instructions.

Daily care record

Pet: _____ Date: _____ Current plan version: _____
 _____ Sheet number: _____

Record after the action. Write the date, due time from the current plan, action/status, entry time, person and notes.
 Leave the history readable; clarify uncertain entries instead of assuming what happened.

Date	Time due	Medication	Given / skipped / unclear	Time logged	Person / recorded by	Notes / call made?

Handing care back

Latest entry reviewed: _____ Next task: _____

Care accepted by: _____ Date / time confirmed: _____

A mark records what someone entered; it does not independently verify administration or swallowing. A missing entry does not prove medication was not given. Clarify with the responsible person and follow the vet's instructions for uncertainty; contact the vet if those instructions do not cover it.

Oliver to Adrian: a partner takes over

Scout / Seattle, WA / Care window: Oct 23, 2026, 6:00 PM to Oct 25, 2026, 6:00 PM

DEMO ONLY - fictional people, contacts and record entries. Phone numbers and clinic/address labels are examples, not real care contacts. Do not use this page as a treatment plan.

Owner / phone	Oliver - (206) 555-0110
Backup / phone	Adrian - (206) 555-0111
Vet / phone	Regular vet (demo) - (206) 555-0112
Emergency clinic	Emergency clinic (demo) - (206) 555-0113; DEMO ADDRESS - replace before use
Plan / version	Scout / current written vet instructions / sample version Oct 22
Sheet / supplies	Green folder on the entryway shelf; labeled supplies in the closed cabinet.

Medication setup

Medication A is a placeholder. Strength, purpose, how to give it and late/missed-dose instructions: copy the actual label and vet plan; they are not supplied in this demo. Review remaining supply together before Oct 23; refill date must come from the real label.

The agreement

Adrian repeats back that he owns the agreed care tasks until Oliver returns. They confirm the next handoff directly; a text without a reply does not transfer responsibility.

Date	Due*	Medicine*	Status recorded	Entered	By	Notes
Oct 23	8:00 AM*	Medication A*	Recorded as given	8:04 AM	Oliver	Entry made after the action; reviewed with Adrian.
Oct 23	8:00 PM*	Medication A*	Recorded as given	8:06 PM	Adrian	Same sheet used; no second notebook.

*All medicine names and times are demo data for showing the fields, not a recommendation or prescribed schedule.

Return handoff

At the return handoff, they review the latest entry and explicitly confirm who takes the next task.

If unclear: Use the existing vet instructions for uncertainty; contact the vet if they do not cover it.

Nina to Claire: an evening sitter visit

Teddy / Decatur, GA / Care window: Oct 23, 2026, 4:00 PM to 9:00 PM

DEMO ONLY - fictional people, contacts and record entries. Phone numbers and clinic/address labels are examples, not real care contacts. Do not use this page as a treatment plan.

Owner / phone	Nina - (404) 555-0120
Backup / phone	Marcus - (404) 555-0121
Vet / phone	Regular vet (demo) - (404) 555-0122
Emergency clinic	Emergency clinic (demo) - (404) 555-0123; DEMO ADDRESS - replace before use
Plan / version	Teddy / current written vet instructions / sample version Oct 22
Sheet / supplies	Blue folder on the entryway shelf; daily log clipped inside the front cover.

Medication setup

Medication A is a placeholder. Strength, purpose, how to give it and late/missed-dose instructions: copy the actual label and vet plan; they are not supplied in this demo. Nina checks supplies before the visit; no refill task is delegated to Claire.

The agreement

Claire confirms the visit window and repeats where the record and contacts are kept. Nina remains the owner contact; Marcus is the agreed backup.

Date	Due*	Medicine*	Status recorded	Entered	By	Notes
Oct 23	8:00 AM*	Medication A*	Recorded as given	8:03 AM	Nina	Morning entry reviewed at handoff.
Oct 23	6:00 PM*	Medication A*	Recorded as given	6:05 PM	Claire	Entered after action; update sent to Nina.

*All medicine names and times are demo data for showing the fields, not a recommendation or prescribed schedule.

Return handoff

At 9:00 PM, Nina confirms that she has resumed care. Claire points her to the latest entry; sending an update alone is not the return handoff.

If unclear: If a row is unclear, clarify it with Nina and use the existing vet instructions; contact the vet if needed.