All about me, on one page

Read this before your first visit. The pages behind it have the detail.

What I like to be called

Written with

A photo of me, if I'm happy to share one

What people like and admire about me

What's important to me

How best to support me

What I do myself, and where I need help

Everyday things (write your own)	On my own	With prompts	With help
Getting dressed	☐	☐	☐
Making breakfast	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

These plans come from my doctor, nurse or therapist. They always come first. Attach them behind this page.

Plans that come first

Plan	Attached	Who wrote it, and where it's kept
Medication chart	☐	
Mealtime plan	☐	
Manual handling plan	☐	
Behaviour support plan	☐	

Last updated:

Use first names, and keep one current copy that every worker can see. Not an NDIS form. General information, not advice.

Important contacts

Names, roles and phone numbers. Put the person to call first at the top.

Who to call first if something goes wrong

Family

Doctor and pharmacy

Support coordinator and plan manager

Therapists

Other services

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Medication list

Attach a photo of the Webster-pak or medication box if you can.

Always follow the prescriber's chart and the pharmacist's instructions. If anything here does not match them, theirs are correct.

Each medicine: what it is for, the dose and the time

How I like to take my medicine

What to do if a dose is missed (from the prescriber's chart)

Pharmacy and prescriber

Where medicine is kept, and where doses are recorded

Last updated:

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My health plan

Health conditions, what to watch for and when to get help.

Attach the plan from your doctor, nurse or therapist. Their plan always comes first.

My health conditions

What to watch for

What to do

When to call for help, and who to call

Plans attached (for example a seizure or bowel care plan)

Last updated:

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What helps when I'm upset

What every worker should know, so they can support me calmly and the same way.

If there is a behaviour support plan, attach it. It always comes first.

Early signs I'm getting upset

Things that can set me off

What helps

What not to do

Who to tell afterwards

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Moving and equipment

How I move safely, and the equipment that helps.

Attach the manual handling plan from your occupational therapist or physiotherapist. It always comes first.

Equipment I use

How I transfer

How many people are needed

Checks before using equipment

Plans attached

Last updated:

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Mealtimes

What I eat and drink, and the help I need.

Attach any mealtime plan from your speech pathologist or dietitian. It always comes first.

Foods I enjoy

Foods I avoid, and allergies

Food texture and drink thickness

Cutlery, plates and cups I use

Help I need, and when I usually eat

Last updated:

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My day

Write the day in the order it happens: how I like each part done, and how much help I need.

For medication, meals and moving, follow the plan from my doctor, speech pathologist or OT. It comes first: name the plan here, don't copy its instructions.

My day, in order

When	What happens, and how I like it	On my own	With prompts	With help	Plan that comes first
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	

If the day goes off track

Last updated:

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How things work at home

The everyday things that save a phone call. Photos and short videos help.

Appliances and how to use them

Bin day

Heating, cooling and lights

Where things are kept

Anything tricky

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My goals

Use the goals in your NDIS plan, in its own words. Notes about a goal after each visit can help you show progress at your plan reassessment.

Goal 1

The goal, in my plan's words

What support looks like

What to note after each visit

Goal 2

The goal, in my plan's words

What support looks like

What to note after each visit

Goal 3

The goal, in my plan's words

What support looks like

What to note after each visit

Last updated:

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Personal care

Extra page, if it applies: personal care that needs to be done the same way every time.

Attach the plan from your doctor, nurse or therapist. Their plan always comes first.

Bowel care

Catheter care

Transfers and positioning

Skin and pressure care checks

Plans attached

Last updated:

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What happened when I was upset

Extra page, if it applies. Print a copy for each time. Write what was seen and heard, not opinions.

Date	Time	Where	Who was there

Before: what was happening just before

What happened

After: what you did, and how things went

What helped, and who was told

Last updated:

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