

# Top tips for completing a Core Information Sheet

1. **ACT NOW** in case the people who know the child/young person/person become unwell. Gather all the key information which could help in an emergency situation
2. Try to include a second contact so that the hospital has alternative contacts for any further information they may need
3. If you do not know your child/young person/person's weight - **weigh them now** and include this information to help medical staff work out the levels of medication they may need. Having this information to hand will save time in an emergency
4. **Include ALL medication** that the child/young person/person takes
5. Fill in the **How to keep me and others safe** as if the child/young person/person you support is **not** being supported by you or another familiar adult
6. You can add a One Page Profile/likes/dislikes/communication guidelines to the back. Remember the front sheet is **CORE INFORMATION** to help hospital staff to support an individual in an emergency situation
7. Include name of person and their relationship to the supporter who has filled in the sheet
8. Highlight the most important information, for example **if you have an allergy**
9. **LAMINATE** your sheet if possible (or put in A4 plastic sleeve) - this is so it can be disinfected
10. If you are a parent you can **take a photo** of the sheet so it is available on your phone