



Child Handoff Checklist

A calm final check for immediate care, belongings and the next known plan.

PRIVACY NOTE

Avoid adding information that an unintended reader could use to identify or locate a child.

CHILD

HANDOFF DATE AND TIME

IMMEDIATE CARE

- ☐ Food, sleep or routine update
- ☐ Medication and source instructions
- ☐ Time-sensitive care information

TRAVELING WITH THE CHILD

- ☐ School or activity items
- ☐ Safety equipment
- ☐ Comfort items
- ☐ Medication
- ☐ Other agreed belongings

NEXT PLAN

- ☐ Destination and responsible adult
- ☐ Next known event or appointment
- ☐ One follow-up item and owner

FINAL CHECK

- ☐ Child ready
- ☐ Required items present
- ☐ Immediate information shared
- ☐ Adult discussion moved away if needed