

Safe Haven Connect CIC · Registered CIC

Hospital Stay Planner

Helping You Prepare, Stay Organised & Feel More in Control

Welcome

Whether your hospital stay is planned or unexpected, it can feel overwhelming. Having important information in one place can make the experience less stressful for you, your family and the healthcare professionals involved in your care.

This planner has been created to help you prepare before admission, organise your medical information, keep track of appointments, record your treatment and plan for returning home.

Use as much or as little of this planner as you need. There is no right or wrong way to complete it.

What's Inside

Personal Information

Emergency Contacts

Medical Information

Current Medications

Allergies

Hospital Admission Checklist

What to Pack

Questions for My Healthcare Team

Daily Hospital Journal

Pain & Symptom Tracker

Test & Procedure Record

Visitors & Contact Log

Discharge Planning

Recovery at Home

Follow-Up Appointments

Notes

Resources

Before Your Hospital Stay

If your admission is planned, completing this planner beforehand may help reduce stress and ensure important information is available when you need it.

Remember:

Bring this planner with you.

Keep a list of your medications.

Tell staff about any allergies.

Ask questions if you're unsure about anything.

Let staff know about any communication or accessibility needs.

My Personal Details

Full Name

Preferred Name

Date of Birth

NHS Number (Optional)

Address

Telephone

Emergency Contacts

First Contact

Name

Relationship

Telephone

Second Contact

Name

Relationship

Telephone

GP Surgery

Practice

Telephone

Hospital Consultant (if known)

Ward (if known)

My Medical Information

Medical Conditions

Previous Operations

Allergies

☐ None Known

Medication Allergies

Food Allergies

Other Allergies

Communication or Accessibility Needs

☐ Hearing aid

☐ Glasses

☐ Interpreter

☐ Wheelchair user

☐ Walking aid

☐ Learning disability support

☐ Other

Reflection

Preparing for a hospital stay can help you feel more confident and organised. Having your important information ready means you can spend less time worrying about paperwork and more time focusing on your recovery.

Next: Section 1 – Current Medications & Health Information, where you'll record your medications, dosages, pharmacy details, health conditions and anything your healthcare team should know.

Section 1 – Current Medications & Health Information

Having an up-to-date record of your medications and health information can help healthcare professionals provide safe and effective care during your hospital stay.

Remember to update this section whenever your medications or health conditions change.

Current Medication Record

Medication	Dose	When I Take It	Reason	Prescribing Doctor
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As Required (PRN) Medication

Medication	When I Take It	Maximum Daily Dose
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Vitamins & Supplements

Name	Dose	Reason
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My Pharmacy

Pharmacy Name

Telephone

Address

Medical Conditions

Tick any that apply.

- ☐ Diabetes
- ☐ Heart Disease
- ☐ High Blood Pressure
- ☐ Asthma
- ☐ COPD
- ☐ Epilepsy
- ☐ Stroke
- ☐ Arthritis
- ☐ Kidney Disease
- ☐ Liver Disease
- ☐ Thyroid Condition

- ☐ Cancer
- ☐ Mental Health Condition
- ☐ Learning Disability
- ☐ Autism
- ☐ ADHD
- ☐ Other

Medical Equipment I Use

- ☐ Glasses
- ☐ Contact Lenses
- ☐ Hearing Aid
- ☐ Dentures
- ☐ Walking Stick
- ☐ Walking Frame
- ☐ Wheelchair
- ☐ CPAP Machine
- ☐ Oxygen
- ☐ Insulin Pen
- ☐ Other

Important Information for My Healthcare Team

Things I think staff should know about me:

Previous Hospital Admissions

Date	Hospital	Reason
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Family Medical History (Optional)

Organ Donation Preferences (Optional)

☐ Registered Organ Donor

☐ Considering Registering

☐ Prefer Not to Say

My Healthcare Preferences

Are there any personal, cultural or religious needs you would like staff to be aware of?

Reflection

Keeping your medical information together in one place can help reduce delays, improve communication and ensure your healthcare team has the information they need to provide the best possible care.

Next: Section 2 – Hospital Admission Checklist & Packing Planner, including what to bring, important documents, comfort items, valuables checklist and practical tips to help you prepare for your hospital stay.

Section 2 – Hospital Admission Checklist & Packing Planner

Preparing for your hospital stay can help reduce stress and ensure you have everything you need. Use this checklist before leaving home and tick off each item as you pack.

Hospital Admission Checklist

Before I leave home, I have:

- ☐ Confirmed my admission date and time
- ☐ Arranged transport
- ☐ Informed family or friends
- ☐ Arranged care for children or dependants
- ☐ Arranged pet care
- ☐ Organised someone to collect me after discharge (if needed)
- ☐ Packed my medication list
- ☐ Packed this planner
- ☐ Brought my appointment letter
- ☐ Packed my NHS or photo ID (if required)
- ☐ Packed my phone and charger
- ☐ Packed emergency contact details

Important Documents

- ☐ Appointment letter
- ☐ Medication list
- ☐ NHS number
- ☐ GP details
- ☐ Hospital correspondence
- ☐ Insurance details (if applicable)
- ☐ Advance care plan (if applicable)
- ☐ Other:

What to Pack

Clothing

- ☐ Comfortable day clothes
- ☐ Nightwear
- ☐ Dressing gown
- ☐ Slippers
- ☐ Underwear
- ☐ Socks
- ☐ Comfortable shoes
- ☐ Warm jumper or cardigan
- ☐ Coat
- ☐ Other:

Toiletries

- ☐ Toothbrush
- ☐ Toothpaste
- ☐ Hairbrush or comb
- ☐ Shampoo
- ☐ Conditioner
- ☐ Soap or shower gel

- ☐ Deodorant
- ☐ Moisturiser
- ☐ Lip balm
- ☐ Razor
- ☐ Tissues
- ☐ Glasses case
- ☐ Denture pot
- ☐ Hearing aid batteries
- ☐ Other:

Personal Items

- ☐ Mobile phone
- ☐ Charger
- ☐ Earphones
- ☐ Book or magazine
- ☐ Puzzle book
- ☐ Notebook
- ☐ Pen
- ☐ Water bottle
- ☐ Snacks (if appropriate)
- ☐ Comfort item (blanket, pillow, etc.)
- ☐ Other:

Valuables

Hospitals usually recommend bringing as few valuables as possible.

Before leaving home, I have:

- ☐ Left expensive jewellery at home
- ☐ Left unnecessary cash at home
- ☐ Removed sentimental valuables
- ☐ Only packed essential items

If I'm Staying Overnight

- ☐ Extra underwear
- ☐ Spare clothes
- ☐ Extra medication (if advised)
- ☐ Phone charger
- ☐ Sleep mask (optional)
- ☐ Earplugs (optional)
- ☐ Reusable water bottle
- ☐ Entertainment

Things to Do Before Leaving Home

- ☐ Lock all windows and doors

- ☐ Turn off electrical appliances
- ☐ Empty bins if needed
- ☐ Water plants
- ☐ Arrange post collection
- ☐ Inform employer or school
- ☐ Take house keys
- ☐ Double-check my hospital bag

Last-Minute Notes

Reflection

A well-packed hospital bag can make your stay more comfortable and help you feel better prepared. Focus on bringing the essentials and anything that will help you feel relaxed during your recovery.

Next: Section 3 – During My Hospital Stay, including a daily journal, pain and symptom tracker, tests and procedures record, medication changes, questions for your healthcare team and visitor log.

Section 3 – During My Hospital Stay

This section is designed to help you keep track of your care while you're in hospital. Recording information can make it easier to remember what has happened, prepare for discussions with your healthcare team and support your recovery.

Daily Hospital Journal

Day & Date

Ward

How am I feeling today?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

☐ Very Poor

Pain Level (0–10)

0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

My Symptoms Today

☐ Pain

☐ Nausea

☐ Dizziness

☐ Tiredness

☐ Breathlessness

☐ Poor appetite

☐ Anxiety

☐ Difficulty sleeping

☐ Other

What Happened Today?

Pain & Symptom Tracker

Date	Pain (0–10)	Symptoms	What Helped?
------	-------------	----------	--------------

Tests, Scans & Procedures

Date	Test or Procedure	Results / Outcome	Questions I Have
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Medication Changes

Date	Medication	Change Made	Reason
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Questions for My Healthcare Team

Write down any questions so you don't forget to ask them.

1.

2.

3.

4.

5.

Visitors & Contact Log

Date	Name	Notes
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My Daily Goals

Today I would like to:

- ☐ Sit out of bed if able
- ☐ Go for a short walk (if advised)
- ☐ Eat regular meals
- ☐ Drink enough fluids
- ☐ Complete my exercises
- ☐ Ask questions about my care
- ☐ Contact family or friends
- ☐ Rest when needed
- ☐ Stay positive

☐ Other

Notes from My Doctors or Nurses

Reflection

Every day in hospital is a step towards recovery. Keeping a record of your progress, treatments and questions can help you feel more involved in your care and make it easier to understand your recovery journey.

Next: Section 4 – Discharge Planning & Returning Home, including discharge checklists, follow-up appointments, medication changes, recovery planning, home support, rehabilitation goals and ongoing health monitoring.

Section 4 – Discharge Planning & Returning Home

Going home from hospital is an important part of your recovery. Before you leave, make sure you understand your discharge plan, any medication changes and what support is available if you need it.

Use this section to help you prepare for a safe and confident return home.

My Discharge Checklist

Before leaving hospital, I have:

- ☐ Been told my diagnosis
- ☐ Received my discharge summary
- ☐ Been given my medication
- ☐ Had my medication explained
- ☐ Been told about possible side effects
- ☐ Received follow-up appointment details
- ☐ Been given contact numbers if I need help
- ☐ Arranged transport home
- ☐ Collected all my belongings
- ☐ Asked all my questions
- ☐ Understand what to do if I become unwell

My Discharge Information

Date of Discharge

Ward

Consultant

Reason for Admission

Medication Changes

Medication	New Dose	Reason for Change
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Follow-Up Appointments

Date	Department	Time	Location
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Support I Will Need at Home

Tick anything that applies.

- ☐ Family support
- ☐ Friend support
- ☐ District Nurse

- ☐ Community Nurse
- ☐ GP review
- ☐ Physiotherapy
- ☐ Occupational Therapy
- ☐ Home adaptations
- ☐ Walking aids
- ☐ Personal care support
- ☐ Meal support
- ☐ Mental health support
- ☐ Other

My Recovery Goals

This Week

This Month

Over the Next Three Months

My Daily Recovery Checklist

- ☐ Take my medication
- ☐ Drink enough water
- ☐ Eat regular meals
- ☐ Get enough sleep
- ☐ Complete prescribed exercises
- ☐ Go for a short walk (if advised)
- ☐ Rest when needed
- ☐ Attend appointments
- ☐ Monitor my symptoms
- ☐ Ask for help if needed
- ☐ Stay connected with family or friends

Symptoms to Monitor

Contact your healthcare team if you notice:

- ☐ Increased pain
- ☐ Fever

☐ Redness or swelling around a wound

☐ Difficulty breathing

☐ New or worsening symptoms

☐ Side effects from medication

☐ Reduced mobility

☐ Changes in mood or mental wellbeing

☐ Other concerns

Questions After I Get Home

Write down any questions that come to mind so you can discuss them with your healthcare team.

1.

2.

3.

4.

5.

My Notes

Reflection

Recovery doesn't end when you leave hospital—it continues at home. Give yourself time to heal, follow the advice of your healthcare team and remember that progress can happen one step at a time. Celebrate small improvements and don't hesitate to ask for help if you need it.

Next: Section 5 – Long-Term Recovery, Health Monitoring & Resources, including ongoing health trackers, rehabilitation progress, healthy lifestyle planning, useful contacts, final notes, disclaimer, About Safe Haven Connect CIC and copyright page.

Section 5 – Long-Term Recovery, Health Monitoring & Resources

Recovering after a hospital stay takes time. Whether your stay was for surgery, illness, injury or treatment, looking after your physical and mental wellbeing is an important part of returning to everyday life.

Use this section to monitor your progress and celebrate the small improvements along the way.

My Recovery Progress

Overall, I feel my recovery is:

- ☐ Excellent
- ☐ Good
- ☐ Improving
- ☐ Slow but steady
- ☐ Finding it difficult

Since leaving hospital I have noticed:

- ☐ Less pain
- ☐ More energy
- ☐ Better mobility
- ☐ Better sleep
- ☐ Improved appetite
- ☐ Improved mood
- ☐ Greater independence
- ☐ Other

Weekly Recovery Tracker

Week	Energy (1–10)	Pain (1–10)	Mood (1–10)	Mobility (1–10)
------	---------------	-------------	-------------	-----------------

1
2
3
4
5
6

Healthy Lifestyle Checklist

Tick the habits you'd like to maintain.

- ☐ Take medication as prescribed
- ☐ Attend follow-up appointments
- ☐ Eat balanced meals
- ☐ Drink enough water
- ☐ Stay physically active (as advised)
- ☐ Get enough sleep
- ☐ Manage stress
- ☐ Stop smoking or reduce smoking
- ☐ Limit alcohol
- ☐ Ask for help when needed
- ☐ Stay connected with friends and family
- ☐ Enjoy hobbies and interests
- ☐ Other

Rehabilitation Goals

Physical Goals

Emotional Wellbeing Goals

Daily Living Goals

Important Health Information

My next appointment is:

Important contact number:

Medication review due:

Next blood test or scan:

My Healthcare Contacts

Service	Contact Number
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GP Surgery	
------------	--

Hospital Ward	
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Consultant's Secretary	
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Community Nurse	
-----------------	--

Physiotherapist	
-----------------	--

Occupational Therapist	
------------------------	--

Pharmacy	
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NHS 111	111
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Emergency Services	999
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My Notes

Final Reflection

Recovery is different for everyone. Some days will feel easier than others, and that's completely normal. Give yourself permission to recover at your own pace, ask for help when you need it and acknowledge every step forward—no matter how small.

Your health is a journey, not a race.

Disclaimer

This planner has been created by Safe Haven Connect CIC to help people organise information before, during and after a hospital stay.

It is intended for educational and organisational purposes only and should not replace medical advice, diagnosis or treatment from a qualified healthcare professional.

Always follow the guidance provided by your healthcare team. If you are concerned about your health or develop new or worsening symptoms, seek medical advice promptly. In an emergency, call 999.

About Safe Haven Connect CIC

Safe Haven Connect CIC is a UK Community Interest Company committed to improving wellbeing by providing free, practical resources for individuals, families and carers.

Our mission is to make trusted health and mental wellbeing information accessible to everyone through workbooks, planners, self-help tools and community support.

Website:

<https://safehavenconnect.org>

Free Workbook Library:

<https://safehavenconnect.org/workbooks>

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