# Care handover

Current instructions, agreed responsibilities and contacts for one horse.

## Horse and handover

Horse's name and identification

Handover reference

Period covered: from and until

Current address, stable or field, and access instructions

Prepared by, with date and time

## Contacts

Owner's name and telephone

Veterinary practice and telephone

Veterinary out-of-hours telephone

Yard contact's name and telephone

Other care contact: role, name and telephone

## Existing emergency arrangements

Nominated decision-maker if the owner cannot be reached: name and telephone

Where the agreed emergency plan and relevant documents are kept

Arrangements already agreed with the owner and veterinary practice

In an emergency, contact the vet promptly and follow their advice. Do not wait for the owner to reply or for this handover to be completed. Only text visible inside a box will print; each line break uses space. If a box is full, continue in a separate blank copy of this PDF, using the same horse and handover reference. Do not duplicate a page within the PDF. On paper, use another printed copy of the relevant page.

## Observations to pass on

Relevant observations or familiar behaviour, who reported them and when; anything uncertain

# Care handover

## Identify this copy

Horse's name and identification

Handover reference

Last updated by, with date and time

## Source instructions

| Document or instruction, source and date or version | Where to find the current copy |
|---|---|
| | |
| | |
| | |

Keep the original instructions available. Ask the source about unclear or conflicting details.

## Current care arrangements

Feeding and water: instructions, timing and source reference

Turnout, exercise and handling: instructions, timing and source reference

Rugs and weather: existing arrangements and source reference

## Temporary change

Instruction replaced and full replacement instruction

Supplied by, with source reference and date

Applies from

End date, only if stated

Review date, only if agreed

A review date does not end the instruction. Attach further changes with the same horse and handover reference.

## Medication instructions and records

Where to find current prescriptions, dispensing instructions and dose records

Medication responsibility reference on page 3

Keep planned doses separate from recorded administration. If it is unclear whether a dose was given, contact the vet for instructions.

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Use one entry for each responsibility and period. Record the person doing the care and their cover separately. Confirmed requires an actual agreement; enter who confirmed it and when. A blank status means no agreement status has been recorded. Add unfilled or unconfirmed responsibilities to Open questions.

## Responsibility 1

Responsibility reference, care, period covered and instruction reference

| Role | Agreement | Name and telephone; confirmed by and date/time |
|---|---|---|
| Person doing the care | ☐ Confirmed ☐ Awaiting reply ☐ Not agreed | |
| Cover person | ☐ Confirmed ☐ Awaiting reply ☐ Not agreed | |

## Responsibility 2

Responsibility reference, care, period covered and instruction reference

| Role | Agreement | Name and telephone; confirmed by and date/time |
|---|---|---|
| Person doing the care | ☐ Confirmed ☐ Awaiting reply ☐ Not agreed | |
| Cover person | ☐ Confirmed ☐ Awaiting reply ☐ Not agreed | |

## Responsibility 3

Responsibility reference, care, period covered and instruction reference

| Role | Agreement | Name and telephone; confirmed by and date/time |
|---|---|---|
| Person doing the care | ☐ Confirmed ☐ Awaiting reply ☐ Not agreed | |
| Cover person | ☐ Confirmed ☐ Awaiting reply ☐ Not agreed | |

## Responsibility 4

Responsibility reference, care, period covered and instruction reference

| Role | Agreement | Name and telephone; confirmed by and date/time |
|---|---|---|
| Person doing the care | ☐ Confirmed ☐ Awaiting reply ☐ Not agreed | |
| Cover person | ☐ Confirmed ☐ Awaiting reply ☐ Not agreed | |

For further responsibilities, follow the continuation instructions on page 1 and give each responsibility its own reference. An agreement does not confirm that the care was carried out.

# Care handover

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Handover reference

Last updated by, with date and time

## Check together at the handover

| Check | Status | Finding or missing item | Checked by and when |
|---|---|---|---|
| H1. Carers can enter the agreed areas and reach the horse, including using any required keys or access codes. | ☐ Checked<br>☐ Not checked<br>☐ Not applicable | | |
| H2. Carers can open the current care instructions, prescriptions and records at the place of care. | ☐ Checked<br>☐ Not checked<br>☐ Not applicable | | |
| H3. The specified feed, medicines and preparation or administration equipment can be found and identified. | ☐ Checked<br>☐ Not checked<br>☐ Not applicable | | |
| H4. Available supplies have been checked against the agreed quantities for the handover period, including any planned replenishment. | ☐ Checked<br>☐ Not checked<br>☐ Not applicable | | |
| H5. The agreed handling equipment, rugs and other care materials are present and usable. | ☐ Checked<br>☐ Not checked<br>☐ Not applicable | | |

Checked records that the check happened, not that every problem was resolved. Describe any gap and add the required follow-up below.

## Open questions

| Question, missing item or unfilled responsibility, with reference | Person following up | Agreed next step and date, if any |
|---|---|---|
| | | |
| | | |
| | | |

## Agreed updates

Routine updates: who, how and when

How changed instructions will reach everyone using this handover

## Handover discussion

Handover explained by: name, date and time

Discussed with and acknowledged by: name, date and time

This records the discussion. It does not confirm each responsibility, grant legal authority or show that the care was carried out.