



Great Ormond Street Hospital for Children NHS Trust: Family File

A quick guide to your Family File

What is the Family File?

We realise that life can be complicated when you have a child with complex needs. Many families have told us that it is difficult to keep track of changes to treatment or keep notes of who is involved in their child's care. Directly due to these comments, we have designed the Family File to give you a handy place to record information about your child and to keep all relevant information together.

How can it help me?

It can help you store all the information about your child in one place. This makes it easier to find key pieces of information and share them with your child's health care team at GOSH and at home.

You can use your Family File to:

- Track changes in your child's treatment
- Note contact details for everyone involved in your child's care
- Prepare for appointments and admissions
- Write down any questions and answers
- File copies of clinic letters and leaflets
- Share new information with members of the team
- Provide information to other people looking after your child, such as relatives, babysitters or childminders.

How do I set up my Family File?

Families have told us that setting up the Family File can take a bit of time but that it is worth it in the end. The key thing to remember is to take it slowly and in stages. You do not have to fill everything in at once. Here are some handy hints from other families:

Step 1: Gather all the information you have about your child in one place

You will probably have lots of information already so bring it all together in a box file or folder.

Step 2: Look at the pages in the Family File and decide which ones are the most important ones for your child

Depending on your child's particular needs, you might want to start with the contact details first, or possibly the medicines reminder sheet. The choice is yours.

Step 3: Fill in the pages

As the Family File is your way of organising information, write as much or as little as you want.

Step 4: Put the Family File together

You can use any folder you like to keep your Family File, so pick one that you like, which will be easy to carry around.



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Please note:

- The Family File is not part of your child's hospital records. It is for you to keep and complete.
- The Family File is not for your child's healthcare professionals to complete. Use it as a basis for discussion if any changes happen before your next visit.

If you need any further pages for your Family File, you can find them on our website at www.goshfamilies.nhs.uk or contact the Pals Office by telephone on 020 7813 7862 or by email to pals@gosh.nhs.uk.