

APPOINTMENTS

Appointment Preparation Sheet

What to bring, what to ask, what to record at GP, paediatrician and assessment visits.

Before the appointment

- ☐ Write the top three things you need addressed today
- ☐ Take your observation tracker / diary
- ☐ Take school reports and previous letters
- ☐ Note current medications and any changes
- ☐ Write your child's name, DOB and NHS number on a sticky note for the form
- ☐ Arrange a quiet activity for your child if they're attending

Top three things I need from this appointment

Recent changes / new concerns

Questions to ask

- ☐ What is your working impression today?
- ☐ What referrals are you making and to whom?
- ☐ What are the realistic waiting times?
- ☐ What can I do at home in the meantime?
- ☐ What signs would make this more urgent?

- Can I have anything we discuss in writing?

- Decision / next step recorded
- Referrals confirmed in writing
- Follow-up appointment booked
- Anything I need to chase in 2 weeks