



Heart in Hand

# Resource Management

A guide to help make resource management more efficient





# **Table of Contents**

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<b>Introduction</b>	<b>1</b>
<b>Medication Management Tips</b>	<b>3</b>
<b>Time-Saving Hacks</b>	<b>5</b>
<b>Health Cards and Discount Programs</b>	<b>7</b>
<b>Items to Always Have on Hand</b>	<b>9</b>
<b>Frequently Asked Questions</b>	<b>11</b>
<b>Support and Connection</b>	<b>13</b>
<b>Daily Medication Schedule Table</b>	<b>14</b>
<b>Notes section</b>	<b>15</b>



Welcome to Heart in Hand's **Resource Management** for Informal Caregivers. This guide is meant to aid those who care for people in their lives without any training, acknowledgement, or breaks. This resource is meant to help you remain grounded, organized, and updated, whether you care for a child, elder, or people with chronic health conditions.

This resource contains tools to help you manage care in a more efficient way, and for tracking care expenses. Time-saving routines that don't compromise on care, and tips to access government aid, health discounts, and more are included. The strategies in every part are meant for you to customize to your household considering the Filipino caregiving context.

Caregiving involves the efficient and effective management of numerous resources. This guide will help you use the resources at your disposal while minimizing waste. Routines for care and documentation will help you avoid emotional and financial burnout while providing predictable care in uncertain situations.



# Medication Management Tips



Use phone reminders or apps like Medisafe or TakeYourPill to help you track when doses are due. This will help you avoid missing doses, taking multiple doses, or medication schedules when routines quickly change.



Pill organizers are useful and designed to reduce the thinking involved with a medication schedule. The weekly or daily pill boxes sort medications by time and day, which is a wonderful help.



An updated list of medications including the names, dosages, schedules, and prescribing doctors is a must and should pass the checklist. This is also necessary for emergencies and for you to prepare when it's time to visit a hospital.



You can ask your pharmacist about generic alternatives, possible drug interactions, and medication storage. Saving money and enhancing medication safety are good reasons to work with a pharmacist.

This page offers practical tips for managing medications safely and effectively, covering reminders, storage, and monitoring.



While medications are one of the pillars of treatment and management, it's important they are reviewed and adjusted regularly to account for side effects and other changes in the patient's health, new medications, or other prescriptions.



To avoid medication errors, always check the right patient, drug, dose, route, and time. Important: always check expiration dates before administration.



Keep medications in a cool, dry place, out of reach from children, and away from direct sunlight. For your safety, always use the original containers and check expiration dates regularly.



When new medications are given, monitoring for behavioral changes, alterations in appetite, and changes in physical symptoms is particularly important. Always watch out for them and report to a doctor immediately.

# Time-saving Hacks



## Daily Routines

Having a set schedule for meals, personal hygiene, medications, and vital signs checks gives both a sense of security and lowers anxiety for both the caregiver and the person receiving care.



## Errand batching and task grouping

Time, energy and transport costs can be saved by grouping errands like grocery shopping, visiting the pharmacy, and paying bills.



### **Put together a care folder**

Having one organized system to store the vital documents like IDs, prescriptions, medical records, and emergency contacts makes documents easy to find in case of an emergency.



### **Chores**

Assistive devices, pre packed meals and easy to clean surfaces and washable bed pads can simplify chores, lessen the daily work and create more time to rest or care give.



### **Short breaks**

Carers who take rest breaks are less likely to suffer from burnout. Taking as little as 10-15 min can improve focus and emotional resilience in a caregiver.

# Health Cards and Discount Programs

## **Senior Citizen ID**

Available to Filipinos who are 60 years of age and older, this ID is valid for the following: 20% discount for medicines, medical services, medical transportation, and purchase of select groceries. It also exempts the holder from paying the Value Added Tax for eligible purchases. Application is through the local Office of the Senior Citizens Affairs (OSCA).

## **Persons with Disabilities ID**

Persons with disabilities are also entitled to the same privileges extended to Senior Citizens which are 20% discount and VAT exemption on food and medication. This ID also allows entry to priority lanes for government services and assistance programs. Application is through the local city/municipal social welfare office.

## **PhilHealth**

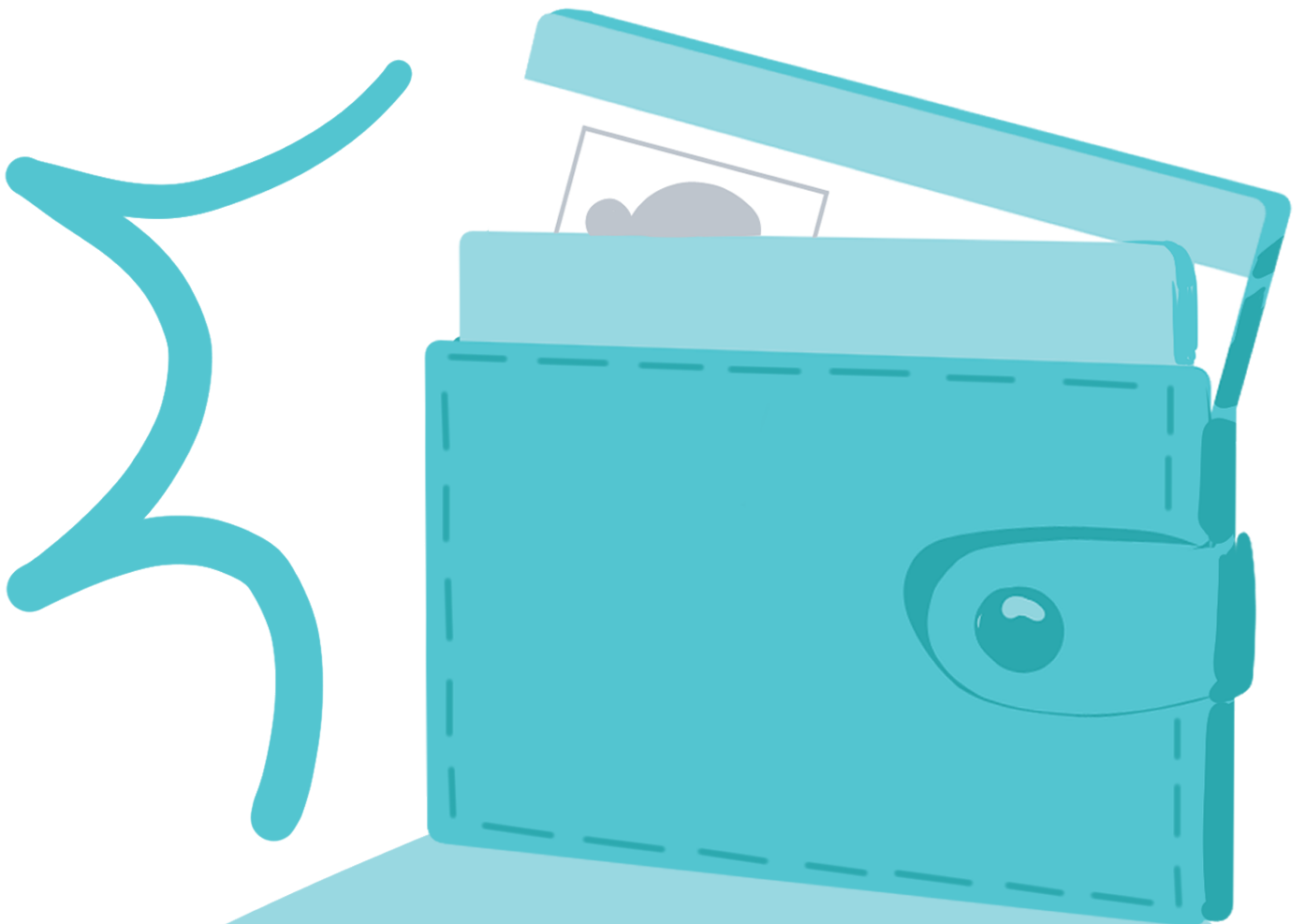
This program is for National Health Insurance and it pays for a portion of hospital bills, out-patient services, and some procedures. Member benefits are available at accredited public and private facilities. Ensure up to date contributions to maximize your benefits.

## Malasakit Centers

These centers are found in government hospitals and help to streamline the access of patients and caregivers to financial assistance for PhilHealth, DSWD, PCSO, and DOH. They help to process medical assistance so patients and caregivers do not have to go from one office to the other.

## DSWD Assistance Programs

The Department of Social Welfare and Development offers assistance in the form of **Medical**, **Transportation**, and **Burial** to indigent patients. This can be done through the caregiver of the patient which he or she must submit her valid ID, medical documents pertaining to the patient, and documents showing proof of indigency.



# Items to Always Have on Hand



## First Aid Kit

Quickly attend to symptoms and minor injuries at home with band-aids and bandages, antiseptics, gloves, thermometers, and basic over-the-counter medications.



## Maintenance medications with a buffer

Prescription medications should be stored for at least three days to cover pharmacy delays, transportation problems, and emergencies. Skipping medications should not be an issue for at least three days.



## Hygiene Supplies

To maintain cleanliness and for a bedridden patient to prevent infections, it is essential to have adult diapers, wet wipes, soap, and disposable gloves.



## Easy-to-prepare food

To be able to keep your patient fed, have shelf-stable foods (oatmeal, canned goods, crackers, and nutritional drinks) handy for days when cooking is not possible.



### **Hydration Essentials**

To prevent dehydration during hot weather, diarrhea, or fevers, have bottled water and straws available and keep oral rehydration therapy salts handy.



### **Flashlight and batteries**

During a typhoon, when there is no electricity, a functional flashlight helps to continue aiding and tending to your care-recipient's needs.



### **Emergency Contact List**

Include family, doctors, and neighbors and keep a copy near the phone and in your care folder.

# Frequently Asked Questions

## **1. How can I prioritize limited caregiving resources?**

List tasks by urgency and importance, then allocate time and money to the most critical needs first. This prevents wasted effort and ensures essential care is never compromised.

## **2. How do I manage community resources effectively?**

Map out nearby barangay offices, health centers, and NGOs that provide caregiver support. Keeping a contact list and knowing eligibility requirements saves time when emergencies arise.

## **3. What's the best way to share caregiving responsibilities at home?**

Divide tasks among family members based on strengths and availability. Clear schedules and communication reduce duplication and caregiver fatigue.

#### **4. How can I avoid overspending on caregiving supplies?**

Buy in bulk for items like hygiene products and shelf-stable food, and compare prices across pharmacies. Tracking usage helps prevent unnecessary purchases and keeps costs predictable.

#### **6. How can I measure whether my resource management is working?**

Review expenses, time logs, and stress levels monthly to see if routines are sustainable. Adjust strategies when you notice recurring bottlenecks or rising costs.





- Philippine National Emergency Hotline: **911**
- DOH Health Emergency Management Bureau: **(02) 8711-1001 to 02 / (02) 8740-5030**
- Philippine Red Cross Emergency Hotline: **143 or (02) 527-0000**

# Support and Connection

# Daily Medication Schedule

## Patient Information:

Patient Name:	Gender:
Contact Info:	Date of Birth:

## Medication List:

Medication Name	Dosage	Frequency	Time to Take	Notes

## Daily Schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

## Notes:

Emergency Contact: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_













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