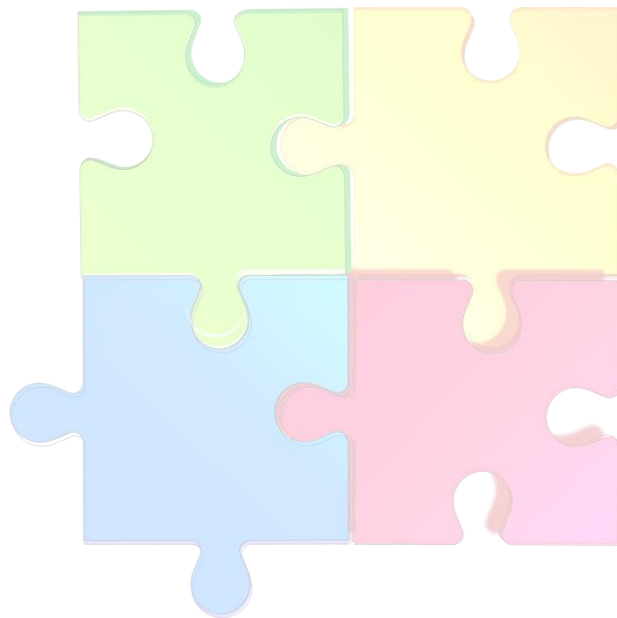




Carers Emergency Planning Toolkit

Care, prepare & share...



Introduction

Care, prepare & share...

What is an emergency?

An emergency is an illness, personal crisis or event which, unexpectedly, or at very short notice, results in either the carer being separated from the cared-for person on a short- or long-term basis, or in the escalation of the cared-for person's needs. It could include a family funeral, a transport delay, family illness, admission to hospital, last minute doctor or dentist appointment, or a personal incident affecting the carer.

What are the benefits of emergency planning?

Carers who have put an emergency plan in place often feel that the emergency plan has given them peace of mind, because they know if an emergency happens, the person they care for will be looked after. We recommend planning at the earliest possible opportunity as, by their very nature, emergencies are unpredictable.

Carers Emergency Planning Toolkit for Carers

This toolkit is designed to support you to create your own Carers Emergency Plan. It will encourage you to think about the who's, what's, why's, where's, when's and how's of planning for those unforeseen circumstances.

The toolkit can be completed in your own time and encourages you to involve all relevant family, friends, professionals, and support networks when completing. There is guidance included along the way to help explain and support you to think about your caring role.

Why plan in advance? By planning in advance, you can record your knowledge, expertise, wants, and wishes, so that if someone needs to step into your role in an emergency, they are best placed to support the person you are caring for. This should ensure the person you care for is supported at the earliest opportunity, and that you have peace of mind knowing that there is something in place to support your cared for needs.

This toolkit is designed so that you can share it with those individuals who may be a part of your loved one's care, and those who may need to step in in an emergency.

We would encourage you to keep this document with any other of your important information and documentation and update it as and when things change.

Remember this is your document and we encourage you to complete it openly and honestly.

Date of completion:

SECTION 1: An introduction	
A little about you:	
Name:	
Address:	
Contact number:	
Date of birth:	
Your relationship to the person you care for:	
Are you their next of kin?	Yes No
If no, please provide the details of their next of kin:	Name: Address: Contact Number: Relationship to the person being cared for:
A little about the person you care for:	
Name:	
Address:	
Contact Number:	
Date of birth:	

SECTION 2: Home	
Guidance: In this section you can include any information you feel is needed when accessing your home. For example, this could be key safe numbers, entry codes, information about pets, the home environment, any hazards, or any other considerations you feel would be beneficial to share.	
If you need to gain access to the home of the person I care for, a key is held with:	
Name:	
Address:	
Contact Number:	
Relationship to the person I care for:	
Key safe number:	
Pets:	
Any other considerations:	

SECTION 3: Health Contacts	
GP Practice Name:	
Address:	
Contact number:	
GP's name:	
Pharmacy's Name:	
Pharmacy address:	
Contact number:	

SECTION 4: Medical Details	
Guidance: This section aims to cover the main information about the person you care for and their medical history. Here, you can include any information about their medical requirements. <i>All the questions should be answered about the person you care for.</i>	
Any allergies:	Yes No
If yes, please provide details:	
Any ongoing medical treatments?	Yes No
If yes, please provide details:	
Any regular medication?	Yes No
If yes, please complete the below:	
The medication is prepared by:	Me Pharmacy A dosette box A blister pack Other
Where are medications kept?	
Any other information:	

MEDICATION INFORMATION				
TYPE OF MEDICATION	MEDICATION NAME	WHERE IS IT KEPT	TIME(s) TO BE TAKEN	HOW IS IT TAKEN

SECTION 5: Emergency Contacts	
<p>Guidance: In this section add the details of the person(s) you would like to be contacted in the event of an emergency. It may be helpful to have conversations with these individuals beforehand, and perhaps consider sharing this plan with them, so they are familiar with the care involved. Your emergency contacts may be family members, friends, neighbours, or any providers, organisations or professionals who are involved in providing care and support</p>	
Emergency Contact 1:	
Name:	
Address:	
Contact Number:	
Relationship to the person you care for:	
Emergency Contact 2:	
Name:	
Address:	
Contact Number:	
Relationship to the person you care for:	
Emergency Contact 3:	
Name:	
Address:	
Contact Number:	
Relationship to the person you care for:	
<p>If the person you care for currently receives support from a Care Agency, Personal Assistant, Private Carer, or any other support provider, please provide their details below:</p>	
Organisations name:	
Named individual:	
Address:	
Contact number:	
Email:	

SECTION 6: About the person you care for	
<p>Guidance: This section should be used to tell us about the person you care for. Think about the support they need, and the support you provide. It may help to think about an average day. Is overnight care needed? How do they sleep? Think about their likes and dislikes? Favourite foods? Do meals need to be prepared in a certain way? Are there any specific routines? Hobbies? Interests? How do they communicate? Do they have any specific communication needs? The more detail you provide in this section, the easier it will be for someone to understand the person you care for's care and support needs.</p>	
What support do you provide to the person you care for?	
What is their daily routine?	
Do they have any dietary requirements?	Yes No
If yes, what are these?	
How does the person communicate?	
Please use the space below to add any additional information you feel would be beneficial to share:	

My Useful Contacts

What Next?

Remember, an emergency plan is only effective if people know about it. We would encourage you to share it with those who have agreed to be emergency contacts. You may also like to share it with any organisations or professionals involved in providing support to you and the person you care for.

However, you may not want everyone to have a copy of the plan as it will contain personal information, although you should consider where it should be kept and make sure the relevant people know it's location.

Useful Contacts

Rhondda Cynon Taf - www.rctcbc.gov.uk/carers

Carers Wales – www.carersuk.org/wales/help-and-advice/practical-support/getting-help-in-an-emergency/

Carers Trust – www.carers.org

Cwm Taf Morgannwg University Health Board – www.ctmuhb.nhs.wales/services/carers-support-services/