

Be Prepared Plan

When emergencies happen, our lives are often put on hold while we recover or get things sorted out. But if you're a carer, the person you look after will still need care and support even if you aren't personally able to provide it.

Take time to make a good carer emergency plan, its time worth spending, as you and the person you look after will have peace of mind if something happens and you aren't able to provide care. You can use our guide and this template to make your plan, and help to ensure it meets the needs of you and your family.

To help you be prepared:

- a. Get a small bag ready for each person, you won't have time in an emergency.
- b. If you have family and friends who might help – talk to them, include them in the planning and make them aware of where to find the plan.

We have thought about the information that would be useful to get together but you can make your own plan if you would like to.

1. Carer details: Information about you. This will help people understand that you are a carer and who to contact in the event you are unable to care.
2. About me: details of the person you look after. This will help someone stepping in to understand how to support the person you look after in the event you can't. The information can also help professionals in your absence and can go with them if they have to go to hospital or temporary care.
3. Who to contact and where to find things: this vital practical information will help those who step in to care.

Once your plan is complete, print and laminate it or put it in a sealed plastic bag (this means it can be cleaned). Keep it somewhere it can be found by emergency services and tell your family and friends where it is kept.

If you need help completing the plans call us on 01235 424715 and we will arrange for someone to help.

If you or someone you support gets admitted to hospital with coronavirus, please follow the guidelines provided by NHS <https://www.ouh.nhs.uk/>

Be Prepared Carer Details. Information about the Carer. This will help people understand that you are a carer and who to contact in the event you are unable to care.

I am a carer		I support my:	
My name is:		Their name:	
Address:		Address (if different)	
Post code:		Post code:	
Phone no:		Phone no:	

If I am unable to care, please contact my family or friends who will be able to help step in for a while.

Family or friend	Family or friend
Name:	Name:
Relationship:	Relationship:
Contact No:	Contact No:

Complete below if you have no friends or family who can help.

I have no friends or family who can help.
If I am no longer able to care, the person I care for needs support urgently.

Please contact Oxfordshire County Council's Social & Health Care Team on 0345 050 7666
8.30am - 5pm Monday - Thursday 8.30am - 4pm Friday.
In an emergency only outside of these hours, please call 0800 833408 (freephone)

Be Prepared - ‘About Me’ the person who is looked after. This information will help people to understand how to support them in your absence, the information can also go with them if they go to hospital or temporary care.

My name is:		I like to be called:	
My date of birth:		Date this form was completed:	
My carer’s name is:		How to contact my carer:	

Communication

My sight and hearing	
My religion and religious needs:	
The language I speak:	
How I will communicate*	

*Covid 19 causes breathing problems which can make it hard to speak. The doctors need to know that you can indicate yes and no to understand the way you are feeling. It would be good to think about how you might do this and write it clearly.

My health

Known medical conditions are:
Medication I am taking:
Ongoing treatment I need:
My allergies are:

Supporting me

How to take my blood, blood pressure, give me injections etc.:

Any risks from choking, seizures or other:

How to tell if I am in pain:

How I keep safe (e.g., bed rails):

How I eat (help with eating, PEG feeds):

How I drink (small amounts, thickened fluids):

My mobility - Moving around (posture in bed, type of seat, walking aids):

How I use the toilet (continence aids, help to get to the toilet):

Other help I may need:

Help me to cope.

What is important **to** me: the things that I like, things that are important in my life and that help my day to go well.

What is important **for** me: things that help to keep me safe and well.

Behaviour I sometimes show:

You can help me by:

How my carer could help me when I am in Hospital:

Plans I have made

I have the following in place:

I have a Deprivation of Liberty Safeguard (DOLS) in place:

I have a Court of Protection Order in place:

I have a Lasting Power of Attorney for Welfare (LPA):

Plans I have for end-of-life care:

Other useful information

Be prepared – Who to contact and Where to Find things

Where my medication is kept: (e.g in the fridge, drawer etc.)

My GP:

Contact on:

I use a repeat prescription service:

Product

Supplier

Contact

The Nurse can help with complex medical needs e.g. Insulin, oxygen, gastrostomy

Name:

Contact on:

Nursing support I receive:

Our care provider can help with any ongoing support at home.

Name:

Contact on:

Care and support services we use are:

Equipment and how to get it

Continence products and who supplies them

Product	Supplier	Contact

Mobility aids such as a wheelchair or hoist

Product	Supplier	Contact

Other telephone numbers you may need: e.g. hospital beds, physio, stair lift, Oxygen etc.

Product	Supplier	Contact

Contact details of the people who have agreed to help. Give a copy to each person and keep one with your plan.

Contact numbers of people in your plan		
Keyholder information	Name	Contact
Name	Relationship	Contact