Contingency Plan Template

# (Insert person’s name here): My Contingency Plan for my Care and Support

Contingency planning is a key part of any personalised care and support planning process. During difficult periods there is a greater chance that any paid or unpaid care arrangements you have in place could break down due to sickness or other circumstances beyond your control. It is therefore important that you and your carers are prepared for this eventuality.

Here is a list of things which may become applicable. Not all of these will apply to you, but it is important that you think about each one and either discount it as not applicable to your situation or make a plan to manage it, with your allocated worker if possible. There may be other things you identify that you feel need to be addressed.

Keep this supplementary plan with your current Care and Support plan, so that you can easily refer to it, and share it with others who may need to know.

This template contains prompts to help you think about how best to complete the detail for your care and support needs. These prompts are only suggestions; you may have other questions that you will also need to think about.

# The essential things that I need to have support with on a daily basis

List the things included in your care and support plan. This will help people coming into your home see what care and support you need. For example:

1. Support with all personal care
2. Help with eating and drinking
3. Help with medications
4. Anything else that your paid care workers or unpaid carers usually support you with

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# Fill in this table with your contingency plans

| **Care and support** | **What I will do if this happens** | **My contingency** |
| --- | --- | --- |
| My paid care workers are sick or not able to attend | How many paid care workers do you have?  If more than one, can they cover for each other or do they perform specific tasks for you?  Can other paid care workers or unpaid carers help?  Could you use a care agency?  Could you access Penderels Personal Assistant finder or Virtual Wallet? |  |
| My unpaid carers are sick | Do they have a Carers Emergency Response Plan in place, through the Carers Service?  Is there anyone else you could approach as a back-up?  Can any paid care workers provide additional support?  Are there any community services that could be accessed e.g. hot meals delivery, grocery delivery etc  Is any additional funding needed in your budget for this? |  |
| Both my paid care workers and unpaid carers are sick at the same time | Which organisation or organisations could you contact to help support you? i.e. Penderels Trust, The Local Authority  Does your plan already have back-up arrangements?  If you use an agency do they have a back-up plan and if they do, what is it? |  |
| I have specialist healthcare tasks that are usually carried out by my paid care workers or unpaid carers, who may not be available | List the tasks you specifically need help with, for example tracheostomy care, continence care, medications etc.  Which organisation or organisations could you contact to help support you?  Speak to Community Nurses and CHC about a contingency plan |  |
| My care needs change as a result of becoming ill | How will your paid care workers or unpaid carers know how to respond and when to seek emergency support? |  |
| My paid care worker becomes unwell while working on a shift with me | Can you ask unpaid carers or friends to provide support at short notice?  How will your rota need to be adjusted to cover for the paid care worker who is unwell?  Do you have a care agency as a contingency? Meet with one and share your plan with them. |  |

# What can be done to help with the following?

| **Task** | **What can be done to help** | **My contingency** |
| --- | --- | --- |
| Getting routine prescription and medication supplies, including reserve supplies and rescue medication | Will your paid care workers or unpaid carers be able to get these for you in the usual way?  If not, what can you put in place instead?  Do any of your paid care workers or unpaid carers need to take on new responsibilities to manage this for you?  Can volunteers help and how can you find out more about this?  Can your local pharmacy or NHS service help with this? |  |
| Repair of specialist equipment, for example hoists, electric wheelchairs | Make a list of all your equipment, who is responsible for repairs and how to contact them  Find out if your suppliers can provide emergency repairs and how you will make arrangements with them |  |
| Supplies / consumables - ensuring regular supplies are maintained and any additional supplies are accessible in a timely way, for example gloves, aprons, paper towels, vent circuits, suction catheters, incontinence pads | Make a list of your supplies and where they are kept, in case new paid care workers are coming into your home.  Keep a stock list and a point at when to re-order  Do you have sufficient supplies of your regular consumables?  Do you know who to contact in case your regular supplies are unavailable?  Do you know who to contact if you need additional supplies. |  |
| Arrangements for food and essentials if you are unable to do so | Who could help with this?  Can volunteers help and how can you find out more about this?  Can you set up an online ordering service? Can someone do this with you or for you? |  |
| Plans for routine or follow-up appointments and tests, for example regular blood tests | What routine appointments have been made that now may not happen or that you might need to cancel and reschedule?  Do you need to talk about these with your doctor or nurse?  Does your local Medical Practice have a volunteer driver service?  Do you know how to order hospital transport? |  |

# Who can I contact in an emergency?

| **Name** | **Their relationship to me** | **Contact details** |
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