

# My contingency plan for my care and support

Name: *Add name here*

## The essential things I need to have support with each day.

List the daily things in your care and support plan. This will let the people coming into your home know what care and support you need.

Examples: ▶ support with personal care ▶ help with eating and drinking  
▶ help with medication ▶ anything paid care workers or unpaid carers help with.

*notes*

*Add contingency plan notes here*

## My plan for problems with my care and support

**My paid care workers are sick or self-isolating. Think about:**

- ▶ 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?

*notes*

Add contingency plan notes here

**My unpaid carers are sick or self-isolating. Think about:**

- ▶ Is there anyone else you could approach as a back-up?
- ▶ Can any paid care workers provide additional support?
- ▶ Is additional funding needed in your budget for this?

*notes*

Add contingency plan notes here

**My paid care workers and unpaid carers are sick at the same time.**

**Think about:**

- ▶ **Which organisations could you contact to help support you?**
- ▶ **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?**

*notes*

Add contingency plan notes here

**I have specialist tasks that are usually carried out by paid care workers or by unpaid carers, who may not be available. Think about:**

- ▶ **Make a list of the tasks, such as tracheostomy care, continence, medication.**
- ▶ **Which organisations could you contact to help support you?**

*notes*

Add contingency plan notes here

*notes*

**My care needs change after Coronavirus infection. Think about:**

- ▶ **Contacting NHS 111 for advice. Online 111.nhs.uk. Call 111.**
- ▶ **How will your paid care workers or unpaid carers know if your breathing changes.**
- ▶ **Do paid care workers and unpaid carers know how to respond, and when to seek emergency support?**

Add contingency plan notes here

*notes*

**My paid care worker becomes unwell while working with me.**

**Think about:**

- ▶ **Can unpaid carers or friends provide support at short notice?**
- ▶ **How to adjust your rota to cover for the paid care worker who is unwell?**
- ▶ **What additional Personal Protective Equipment (PPE) is required for people coming into your house?**

Add contingency plan notes here

## My plan for getting tasks done

**MEDICATION.** Getting routine prescription and medication supplies, including reserve supplies and rescue medication. Think about:

- ▶ Can your paid care workers or unpaid carers get these for you in the usual way? If not, what can you put in place instead?
- ▶ Can a paid care worker, or unpaid carer, take on a new role to help with this?
- ▶ Can a volunteer help? Check the Support Map: [www.vas.org.uk/vcs-hubs](http://www.vas.org.uk/vcs-hubs).

notes

Add contingency plan notes here

**REPAIRS.** Specialist items like hoists, electric wheelchairs. Think about:

- ▶ Make a list of your equipment, who is responsible for repairs and how to contact them.
- ▶ Find out if suppliers can do emergency repairs or a temporary replacement, and how you contact them about this.

notes

Add contingency plan notes here

**SUPPLIES/CONSUMABLES.** Making sure you have regular supplies, and ways to get more supplies quickly. For things like gloves, aprons, paper towels, vent circuits, catheters, incontinence pads. Think about:

- ▶ Make a list of your supplies and where you keep them, so you can share this with new paid care workers.
- ▶ 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 to keep your carers safe in case you become infected with Coronavirus?

*notes*

Add contingency plan notes here

**SHIELDING.** Making arrangements in case you have to shield, like food and essentials. Think about:

- ▶ Who could help with this?
- ▶ Could a volunteer help? Check the Support Map:[www.vas.org.uk/vcs-hubs](http://www.vas.org.uk/vcs-hubs).

*notes*

Add contingency plan notes here

**REGULAR MEETINGS.** Planning for routine or follow-up appointments and for tests, like regular blood tests. Think about:

- ▶ Make a list of appointment dates and any seasonal trips (like flu jab).
- ▶ Are changes needed because services have changed (like GP open times), or public transport changes, or changes to your support.
- ▶ Do you need to talk about these with your doctor, nurse or the hospital team?

Add contingency plan notes here

### Other notes

Add contingency plan notes here

## Who to contact in an emergency

name	relationship to me	contact details
Add name 1 here	Add relationship	Add contact details
Add name 2 here	Add relationship	Add contact details
Add name 3 here	Add relationship	Add contact details

This template was developed by the Sheffield Individual Employer and PA Development Group. The group includes people who have experience of employing their own PAs, and people who work as PAs. You can help too! Send your feedback and suggestions to [information@sheffield.gov.uk](mailto:information@sheffield.gov.uk).

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