

### References:

This document has been developed in partnership with St Luke's Hospice Plymouth and Plymouth People First

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### Adapted from and with reference to:

Planning your future care—Advance Care Planning—2014 NHS, Devon, Plymouth and Torbay

End of Life Plan—What I want to happen—2010—Julie Crisp, Brandon Trust, 2gether, NHS Foundation Trust

Preferred Priorities for Care (Easy Read) - 2011—Lancashire & South Cumbria Cancer Network, NHS National End of Life Care Programme

'What if' - Celebrating my life NHS Care plus, St Andrew's Hospice, NHS North East Lancashire

Going to a funeral when someone dies—Palliative care End of Live Care and Bereavement—Change 2-14 Macmillan

Organ and Tissue Donation—a leaflet for people with learning disabilities—NHS Blood and Transport

How to donate your body—Human Tissue Authority—<https://www.hta.gov.uk/donating-your-body>

**With thanks to:** The SALT Team from Westbourne, Plymouth Community Healthcare

**Images:** ©Shutterstock and ©Photosymbols

**Message in a bottle available from the Plymouth Tamar Lions** - contact Ian Blackie on [ianb55@btinternet.com](mailto:ianb55@btinternet.com)

# My Future and End of Life Care Plan

Put your photo here





## Your Future and End of Life Care Plan:



You are writing this plan so you can tell people about:



1. The things that are important to you

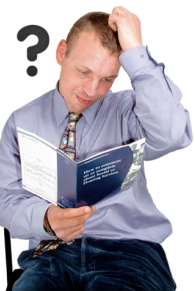
2. The people who are important to you



3. How you would like to be cared for when you are very ill or dying



It can be used to help the people caring for you make decisions in your **best interest**. This will only happen if you are too ill to tell them your wishes yourself. It is important that you know this plan is not **legally binding**.



Hard and confusing words in **bold** are explained at the back of this plan.

This page has been left for any notes you would like to make:

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## Important things to know:



You can change your plan at any time.

This plan belongs to you but will need to be shared with the people who are caring for you when you are very ill or dying.

When this plan has been filled in you will need to keep it in a safe place.

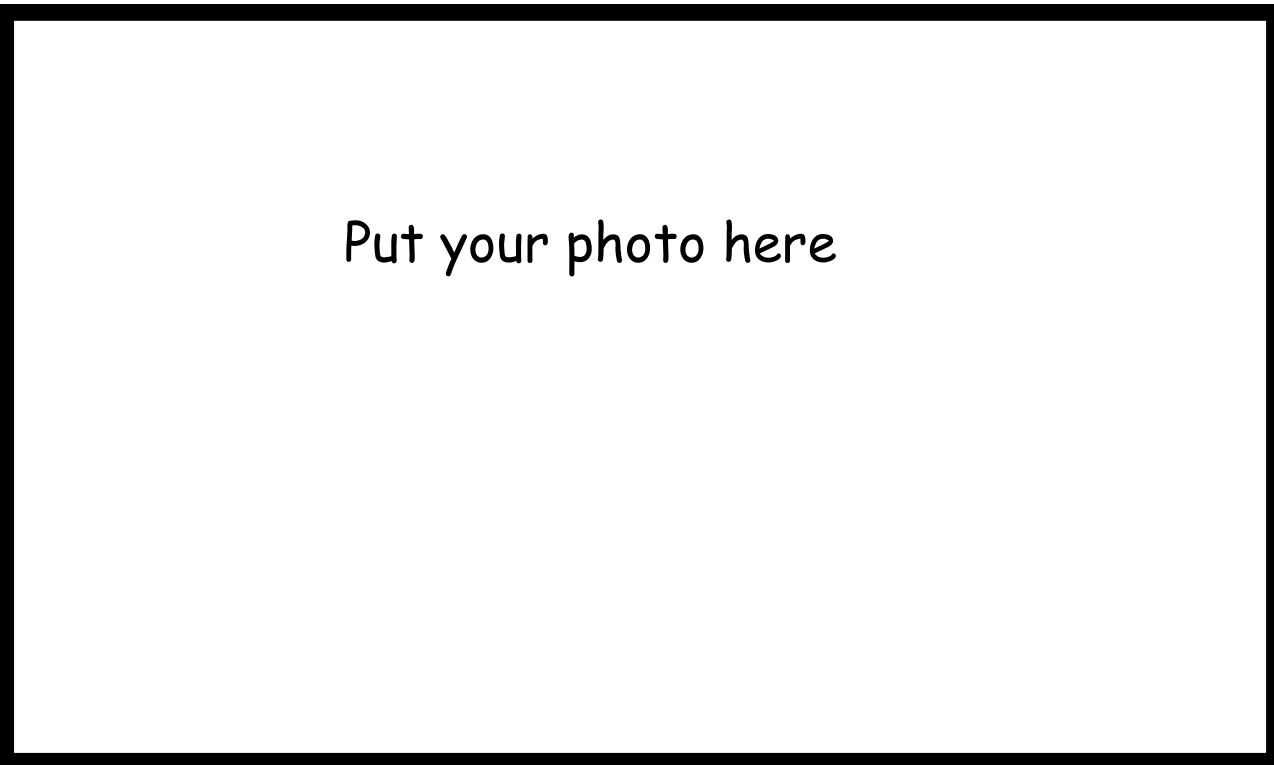
My safe place is:

You may also write down where your plan is in a message in a bottle.

Please share your plan with people who are important to you. Tell them where your plan is.

This is me:

Put your photo here



My name is:

I like to be called:



**Solicitor** = is someone trained in law who works with people to help them sort and arrange legal matters .



**Wake** = is a special party after a funeral where friends and family can remember the person who has died and celebrate their life.



**Will** = is a legal document that a person makes before they die. It explains what the person wants to happen to their belongings and money.



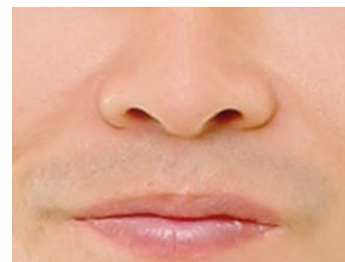
**Lasting Power of Attorney for Health** = a person who can make decisions about your health care when you are no longer able to do this for yourself. You have to pay a solicitor to arrange this.



**Legally binding** = is something legal, an agreement which must be followed by the law.



**Life insurance** = is when you pay money in to a **policy** to pay for your funeral or to pay any outstanding bills when you die.



**Lip speaker** = is a person trained to repeat a spoken message to lip readers using only the shape of their mouths and not their voices.



**Palantypist** = is someone who types spoken words onto a screen for people to read.



**Policy** = is a plan that you pay into that will pay out when you die.

## People who are important to me:



These are the people who are important to me for example: your friends, family, support workers, spiritual leader.

photo

photo

photo

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## When I am very ill:

This is the person I would like to be told first that I am very ill or dying:

Name:



Address:



Telephone:

Relationship to me:



This is the person who will carry out my final wishes or is my **Lasting Power of Attorney for health:**

Name:



Address:



Telephone:

Relationship to me:



**Executor** = this is someone chosen by the person who has died to carry out the final wishes written in their will.



**Funeral** = when family and friends come together to remember the person who has died. Your dead body will be put in a coffin at the funeral.



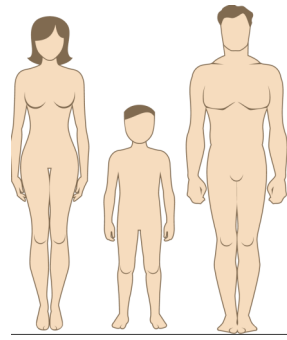
**Funeral director** = a person who is paid to arrange a funeral.



**Funeral plan** = is when you pay money into a plan before you die. It will pay for your funeral.



**Insurance company** = a business which helps you put money towards paying for something which may happen in the future. For example: if you have a bad accident and need to pay for care.



## Donate body for Medical Science =

before someone dies a person can decide if they would like to leave their body to be used in research or to teach health students about the body.



The person has to sign a special form to say that is what they want. When the person signs the form it needs to be witnessed (signed by another person as well). The form should be kept with the person's will.



The person will need to pay for any costs to take their body to the nearest medical school. This is in Bristol. (Contact Sue Foot on telephone: 0117 954 6203)



There is a lot to know and arrange about donating bodies for medical science. For more information ask the Human Tissue Authority:

Ring: 020 7269 1900

Look online: [www.hta.gov.uk](http://www.hta.gov.uk)



## How I would like to be cared for:

If I am very ill or dying this is how I would like to be cared for. You might like to include things like: a window open in my room, having a shave, having a shower, putting your make up on etc.



Wherever possible this is where I would like to be cared for when I am very ill or dying:



## This is how I like to be communicated with:

I use (tick all the ones that you use):



A communication passport or aid



Makaton

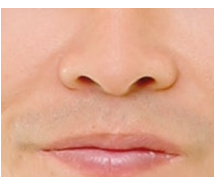


British Sign Language



Visuals e.g. symbols, pictures or photos

A Palantypist



A Lip speaker



A communication aid

Objects of reference



Speech



**Cremation** = before someone dies they may choose to be cremated, have a cremation. A cremation is when a person's dead body is put in a special box called a coffin.



The coffin is put in a very hot fire and burnt until it becomes ashes.

The ashes can be put in the ground or scattered in a special place to the person who has died.



**Donate organ or tissue** = before someone dies they can decide if they want to give their organs and body tissues to help other people after they have died.



Organs are parts inside the body for example: your heart, liver or kidneys.

Tissues can be inside or outside the body for example: eyes, bones and skin. You can ask your doctor or pharmacist for a form.

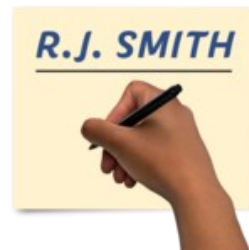




## Glossary:

### Advance Decision to Refuse Treatment =

is paperwork which must be completed if there are some treatments you do not want to have. This must be very detailed and needs to be talked about, written and signed with a doctor and solicitor.



**Appoint** = to officially name someone to act for you.

**Best interest** = is a decision made for you when you can no longer tell people what your choices and decisions would have been.



**Burial** = before someone dies they may choose to have a burial, be buried. A burial is when the person's dead body is put in a special box called a coffin. The coffin is then put into a hole in the ground called a grave.



## What I like:



I would like to do these things if I can:



These are the belongings I would like with me in my house or room:





## What makes me anxious or upset:



Below is a list of things that make me angry, anxious or upset. For example: loud noises, needles, being in the dark, calling for an ambulance.



### Age UK:

[www.ageuk.org.uk](http://www.ageuk.org.uk) and click on health and wellbeing or call 0800 169 6565



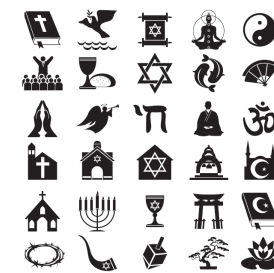
### Alzheimer's Society:

[www.alzheimers.org.uk](http://www.alzheimers.org.uk) and click on symptom and diagnosis or call 0300 222 1122



### Marie Curie:

[www.mariecurie.org.uk](http://www.mariecurie.org.uk) and click on how we can help or call 0800 090 2309



### Your spiritual leader:

Name:

Contact details:



## Patient Advice and Liaison Service:

For Plymouth only

Ring: 0845 155 8123 or 01752 439884 or  
01752 432564

Email: plh-tr.PALS@nhs.net



For South Devon and Torbay only:

Ring: 01803 652578



For North Devon only:

Ring: 01271 314090

Email: ndht.PALS@nhs.net

## Speak to your local Community Learning Disability Healthcare Team:

For Plymouth only:

Ring: 08451 558077



For Torbay and Devon:

[www.newdevonccg.nhs.uk/your-ccg/learning-disabilities--/100085](http://www.newdevonccg.nhs.uk/your-ccg/learning-disabilities--/100085)



This is how you can tell I am angry, anxious or upset:



This is how you can tell I am in pain:



This is how to help me calm down and relax:





photo

## Celebrating my life:



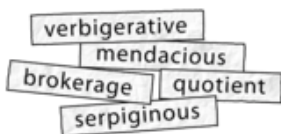
The next 3 pages will help you to plan what you would like for your **funeral**.



This plan will help the person you have chosen to plan your funeral and celebrate your life.



There may be some terms you have not heard of before. You can see what they mean in the glossary at the back of this plan.



It is important to ask whoever is helping you fill in this plan to explain any words you do not know or understand.



There are also different organisations you can go to for information which you will find on page 21.



## Other people who can help you:



There are many organisations who you will be able to contact for help, support and advice.



### Citizens Advice:

[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk) and type in the word funeral



### NHS Choices:

[www.nhs.uk](http://www.nhs.uk) and type in end of life



### MacMillan Cancer Support:

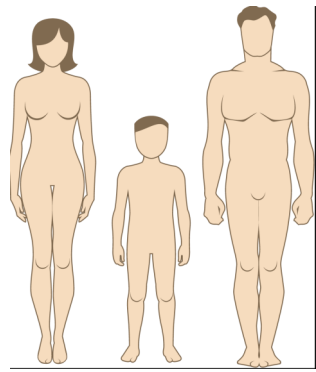
[www.macmillan.org.uk](http://www.macmillan.org.uk) and click on information and support or call 0808 808 00 00



### Speak to your GP or district nurse:

Contact your surgery and ask for a double appointment





7. You will need to talk to your family and doctor if you would like to arrange to **donate your body to medical science** after you die. This will cost money.



8. You will need to talk to your family and doctor if you would like to arrange to have your **organs or tissues donated** after you die.



Please use this space to write down any questions you may have:



The person I want to plan my funeral is:



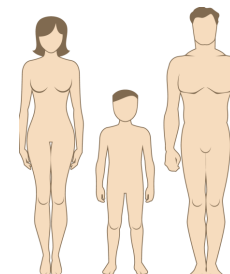
I do / do not have a **funeral plan**. If yes my funeral plan is with:



I wish to **buried / cremated**.



I wish to **donate my organs**.      Yes      No



I wish to **donate my body for medical science**.      Yes      No



I would like my funeral to be at:



I would like a religious ceremony.  
Yes      No



I would like this music or these hymns:



I would like these readings or poems:



I would like flowers at my funeral.

Yes      No



Instead of flowers people could make donations to:



I would like these things to be put in my coffin if possible:



4. You will need to talk to an **insurance company** if you would like to buy **life insurance** to pay for your funeral or cremation.



5. If you do not want to have medicines or treatments for your illness you will need to speak to your doctor or nurse.



You will have to fill in special paperwork to make this **legally binding**. It is called an **Advance Decision to Refuse Treatment (ADRT)** and will need to be signed by your doctor and a **solicitor**.



6. If you would like to **appoint** someone to make decisions on your behalf about your healthcare you may want to choose someone to be your **Lasting Power of Attorney for Health (Personal Welfare)**. You may prefer to pay a solicitor to do this.





## Important things to remember:



The next 3 pages are going to explain all of the key things it is important to remember.



They may seem quite confusing so ask for help if you don't understand, as many times as you need to.



There are organisations listed at the back of this plan who you or your support can contact for advice.



1. You will need to pay to speak to a **solicitor** if you want to make a will.



2. You will need to speak to a **funeral director** if you would like to buy a funeral plan.



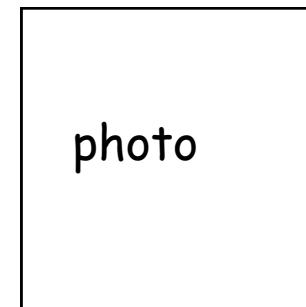
3. Your funeral will cost money.



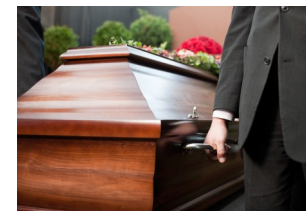
I would like my family and friends to celebrate my life and have a **wake** after my funeral:      Yes      No



If cremated I would like my ashes to be:



When I die I would like my friends and family to remember me by:



I would like these at my funeral (anything else that is important to you):





## Memory boxes:



A memory box is a box where you can keep things that bring back special memories for you.



I would like to make a memory box  
Yes No



I have made a memory box. It is kept:



I would like to leave my memory box to:



When I die this is where I would like my things to go to:



## Making a will:



For this plan to be **legally binding** you will need to speak to and pay for a **solicitor** to make a **will**.



I have made a will. Yes No



My will is kept:



My **executor** is:  
and their telephone number is:



My **solicitor** is:  
and their telephone number is:



I do not have a **will** but would like help to make one. Yes No