



Rennie Grove Peace

My Advance Care Plan

What is an Advance Care Plan (ACP)?

It may seem difficult to think and plan ahead, but writing an Advance Care Plan allows you to document what matters most to you, so your wishes and preferences can be respected and, where possible, carried out by people caring for you. This may include your partner or spouse, children, close friends, your GP, nursing team, and other members of your healthcare team.

An Advance Care Plan is a way to think about, discuss, and document what is important to you – including the type of care you might want if you become unable to make decisions for yourself. It broaches the subject of dying, and how you would like to be looked after at that time.

Your Advance Care Plan can include your views on spiritual or religious beliefs; where you would like to be cared for; and your personal preferences – such as whether you prefer showers to baths, or if you feel more comfortable sleeping with a light on. You may also have concerns about practical matters, like the care of pets or other day-to-day issues.

Being as prepared as possible can make a big difference as you approach the end of your life. While nothing can fully ease the pain of saying goodbye, having the right information and support can help you and your loved ones face the emotional and physical changes ahead with greater confidence and peace of mind.

Your personalised plan allows you to stay in control of your choices at the end of life.

Here are some of the reasons why people plan their treatment and care:

The infographic features a central quote in large purple font: "Now that I have things organised, I can get on with living life – knowing people will know my wishes when it counts". Surrounding this quote are several colorful speech bubbles and circles, each containing a reason for planning. The reasons include: 'So my family do not have to make difficult decisions' (pink bubble), 'To ensure I am not in pain' (purple circle), 'So that I am surrounded by the people and the things that I love' (orange bubble), 'To preserve my dignity' (teal circle), 'I am worried that people won't know how to care for me' (teal bubble), 'To avoid family disputes' (purple bubble), 'I don't want my life to be prolonged when I have no quality of life' (pink bubble), 'I want my doctor to know my wishes' (orange circle), 'It is important to me that I continue treatment for my illness for as long as possible' (teal bubble), and 'I want people to know who I am and how best to care for me' (purple bubble).

So my family do not have to make difficult decisions

To ensure I am not in pain

So that I am surrounded by the people and the things that I love

To preserve my dignity

I am worried that people won't know how to care for me

To avoid family disputes

I don't want my life to be prolonged when I have no quality of life

I want my doctor to know my wishes

It is important to me that I continue treatment for my illness for as long as possible

I want people to know who I am and how best to care for me

How do I start planning?

You might start with a series of conversations with a relative, friend or healthcare professional who knows you well, which may or may not result in a written plan.

This Advance Care Plan template can help guide you through these conversations. You might make your Advance Care Plan all at once or gradually over time. The plan is not set in stone – you are encouraged to update it as your situation and priorities change. This Advance Care Plan template is intended only to guide you. Your Advance Care Plan will be tailored to your individual needs, so only focus on the sections that you feel are relevant for you.

Documents which may be included in an Advance Care Plan

- **Advance Statement of Wishes**

This is an informal statement of what you would like to happen. It is not legally binding but must be taken into account when decisions are made on your behalf.

- **Your Will**

- **Lasting Power of Attorney**

This is a legally binding document by which you appoint a person to make decisions on your behalf.

- **Advance Decision to Refuse Treatment**

This is a legal document recording treatments you do not wish to receive. In specified circumstances, it can be legally binding. This would need to be discussed with your GP or consultant.

- **ReSPECT document**

This is a conversation and document used to record your wishes and preferences so that in an emergency situation, those looking after you can make decisions about your care that reflect your personal wishes.

Information for healthcare professionals

Location of ReSPECT form:

Preferred place of care (PPC):

Preferred place for end of life care (PPD):

My Advance Care Plan

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This plan was first written on: Date:

I reviewed this plan on the following date(s): Date:

Date:

Date:

Date:

My personal details

This Advance Care Plan is for:

Name:

Date of birth:

Address:

Postcode:

Consider giving copies of this plan to as many people as possible who may be involved in your care, e.g. family members, friends, GP, nurse, consultant, key worker or carer.

The people important to me are:

Name:	<input type="text"/>
Relationship:	<input type="text"/>
What they do for me:	<input type="text"/>
Contact number:	<input type="text"/>
Can they be contacted at night?:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name:	<input type="text"/>
Relationship:	<input type="text"/>
What they do for me:	<input type="text"/>
Contact number:	<input type="text"/>
Can they be contacted at night?:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name:

Relationship:

What they do for me:

Contact number:

Can they be contacted at night?: Yes No

Name:

Relationship:

What they do for me:

Contact number:

Can they be contacted at night?: Yes No

My wishes

In this plan you can record things that would be important to you if you became too unwell to discuss your care or treatment and unable to make decisions for yourself. Writing down your priorities and preferences in advance will ensure that family, carers and professionals looking after you can make arrangements to try to provide care in line with your wishes.

An Advanced Care Plan is not legally binding. It is not always possible to do exactly as you have asked, but your wishes must be considered by anyone making decisions on your behalf.

To help you start writing, the care plan is divided into sections. These are just suggestions – you can write your care plan in whatever way suits you best.

1. Important people and conversations

- Who do you consider to be your next of kin? (This is the relative or friend you would wish to be contacted first in an emergency).
- Who would you like to be told about your care or treatment?
- Is there anyone to whom information about your care should not be given?
- Are there any discussions you want to have with family or friends?
- Have you appointed anyone as a Lasting Power of Attorney or Enduring Power of Attorney?

2. My care

- Where would you like to be looked after if you can no longer care for yourself?
- Where would you like to be looked after when you are dying?
- Who would you like to support or visit you?
- Important things about your religion or culture.

3. Putting affairs in order

- Do you need to organise important paperwork?
- Have you made a Will?
- Have you made plans for those who depend on you (e.g. children, elderly relatives, or pets)?
- Do you want to plan your funeral?
- Do you want to donate your organs after death if this is possible? (Your family may have to give consent, so you will need to tell them about this).

Medical diagnosis:

Allergies:

Medication list: (please keep this list up to date in this document)

Please use this space to describe how your diagnosis has affected your quality of life: (Please consider issues such as your level of mobility, any falls, mood etc)

Important people and conversations

My next of kin is:	<input type="text"/>
Relationship:	<input type="text"/>
Contact details:	<input type="text"/>

Things I may want to discuss with my family or friends:

I would like my care or treatment to be first discussed with:

Name:

Contact details:

My care or treatment should **NOT** be discussed with the following people:

Lasting Power of Attorney (LPA)

Lasting Power of Attorney is a legal document that lets you appoint a person (known as an ‘attorney’) to make decisions on your behalf. Your attorney can be a relative, friend, or professional (such as a solicitor) and you can appoint more than one.

At the time when you make your LPA, you must be 18 or over and have mental capacity i.e. the ability to make your own decisions. LPA could be used if you lose mental capacity. You can read more about how mental capacity is assessed at [gov.uk/government/collections/mental-capacity-act-making-decisions](https://www.gov.uk/government/collections/mental-capacity-act-making-decisions)

There are two types of Lasting Power of Attorney (LPA): health and welfare, and property and financial affairs. You can choose to make one type or both. They are registered separately because they work slightly differently, as described below.

Health and Welfare Lasting Power of Attorney (LPA)

This allows you to choose a person or persons to be involved in decisions about things like:

- your daily routine (e.g. eating and what to wear)
- medical care
- moving into a care home
- life-sustaining treatment

This type of LPA can only be used when it has been registered. Healthcare or legal professionals will consult your LPA only if they are confident that you become unable to make a particular decision for yourself.

Property and Financial Affairs Enduring or Lasting Power of Attorney (LPA or EPA)

This lets you choose a person or persons to make decisions about money and property for you, such as: paying bills and collecting benefits or selling your home.

If you give your permission, this type of LPA can be used as soon as it is registered. This means your ‘attorney’ can begin to help you as soon as you wish, and continue to do so if you become unable to make decisions. Property and financial affairs LPAs have now replaced Enduring Powers of Attorney (EPA). If you made an EPA before October 2007, it can still be used or if you have capacity, you can replace it with an LPA.

How to make a Lasting Power of Attorney

1. Choose your ‘attorney’ (you can have more than one)
2. Complete the relevant forms to appoint them as an ‘attorney’ (available to download at [gov.uk/power-of-attorney](https://www.gov.uk/power-of-attorney))
3. Register your Lasting Power of Attorney with the Office of the Public Guardian (this can take up to 15 weeks)
Further information: [gov.uk/power-of-attorney](https://www.gov.uk/power-of-attorney)

I have appointed the following people as attorneys under a Lasting Power of Attorney: (You do not have to do this. See next page for further information. If you have appointed attorney(s), give their details below).

Lasting Power of Attorney (LPA) for Property and Affairs

Name and contact details:

Lasting Power of Attorney (LPA) for Health and Personal Welfare

Name and contact details:

My care

My normal routine: (e.g. sleep pattern, mealtimes, food allergies, preference for shower or bath etc)

What might worry or upset me?: (e.g. noise, memorable dates, change etc)

What might make me feel better?: (e.g. music, afternoon nap, talking about family, friends)

What I like to eat and drink:

What I don't like to eat and drink: (add any dietary requirements, allergies and swallowing precautions such as thickened fluids)

Hobbies, interests and previous occupation: (e.g. TV programmes, reading, knitting etc)

Faith, spiritual and cultural needs: (e.g. any practising religion, what gives you meaning etc)

Eyesight: (e.g. I wear glasses for reading, I am blind in my right eye etc)

Hearing: (e.g. good or bad, deaf in left ear, I wear a hearing aid etc)

Teeth or dentures: (e.g. I wear a top/bottom/full set, I need help brushing my teeth etc)

At the moment my mobility is: (e.g. fully mobile, walking with frame, using wheelchair, mainly in bed etc)

How you can tell I am in pain?: (e.g. I might shout out, facial grimacing etc):

Do you have any concerns regarding pain control?:

Do you have any worries about your care or your family/loved ones. Or fears about the future and how that might be for you?:

Putting my affairs in order

It's a good idea to keep important documents in a safe place. You might also consider choosing someone you trust to help manage your paperwork in the future if needed. Make sure they know where your documents are kept and record their contact details below.

- Bank and credit card details
- Insurance policies
- Pension documents
- Passport Number
- Birth certificate
- Marriage or civil partnership certificate
- Mortgage details
- Hire-purchase agreements and any outstanding loans
- Will
- Funeral plan
- Important contact details (e.g. executor, solicitor, GP)
- Contact details for family, friends and colleagues
- Tax office address
- National Insurance Number
- Private or work pension contact details
- Monthly subscriptions e.g. charities/newspaper

Place where documents are kept:

Making a Will

Your Will is a document stating what you want to happen to your money and property after your death. It can include arrangements for dependants or pets. Any adult can write a Will. It is a good idea to do this because if a person dies without a Will, the law decides what happens to their property. This can take a long time and be distressing and expensive for the surviving family.

You can write a Will yourself, but you should get legal advice, for example from a solicitor or Citizens Advice (see below). Before you do this, decide what you would like to include in your Will and whom you would like to appoint as 'executor' (to deal with distributing your property after you die). You need to get your Will formally witnessed and signed to make it legally valid.

If you want to update your Will, you need to make an official alteration (called a codicil) or make a new Will.

Further information

Advice on making a Will: [gov.uk/make-will/overview](https://www.gov.uk/make-will/overview)

Citizens Advice on Wills: [citizensadvice.org.uk/family/death-and-wills/wills/](https://www.citizensadvice.org.uk/family/death-and-wills/wills/)

I have made a Will I have not made a Will

A copy of my Will is held at:

Organ or tissue donation

Depending on your medical history, it may be possible to donate your organs and/or tissue for transplantation after death. You can find out more about this at organdonation.nhs.uk or by calling **08004 32 05 59**.

Tell your family if you decide to join the organ donor register. If your wishes are not known or cannot be established at the time of the donation, they will be asked to give their consent.

I have registered for organ and/or tissue donation after my death: Yes No

Further information about organ or tissue donation is available from:

The Human Tissue Authority:

hta.gov.uk/guidance-public/body-organ-and-tissue-donation

Make sure you keep a copy of the paperwork relating to this. Tell your family and healthcare professionals about your decision and where the paperwork can be found.

I wish my body to be donated to medical science after my death: Yes No

I wish my brain and spinal cord to be donated for research after my death: Yes No

A copy of the paperwork about organ and tissue donation is held at:

Funeral planning

I would like this person to be responsible for arranging my funeral:

I would like the following funeral director:

I have a pre-paid funeral plan as detailed below:

I would like to be:

Buried Cremated Other, as described below

I would like the funeral held at:

I would like the following person to conduct the service:

Name:

Contact details:

Music, songs or readings I would like:

My other wishes are recorded below: (e.g. donations to charity, flowers, funeral invitations etc)

Advance Decision to Refuse Treatment (ADRT)

This is a formal, legally binding document (previously known as a living will).

It allows you to state in advance that you would refuse certain treatments in particular circumstances. Before you make an Advanced Decision to Refuse Treatment you should get advice from someone who understands the process, such as your GP or solicitor.

Have you made an ADRT?: Yes No

If yes, please give details of where it is kept and ensure you give a copy to your healthcare professionals:

ReSPECT documentation – Recommended Summary Plan for Emergency Care and Treatment

In Hertfordshire we use the ReSPECT documentation which allows you to record your preferences for care in the event of an emergency. This will include a discussion about cardiopulmonary arrest (when the heart and breathing stops) and resuscitation; along with broader understanding of what matters to you most towards the end of your life.

We will complete a ReSPECT form together with your Advanced Care Plan. This will cover your decisions about resuscitation, which will cover a DNACPR form (which stands for Do not attempt cardiopulmonary resuscitation). Your preferences will be included in that discussion and recorded on the ReSPECT form. You can also complete the ReSPECT documentation with your GP or clinical nurse specialist.

Further information about resuscitation is available at: [resus.org.uk](https://www.resus.org.uk)

Further information about Advance Decision to Refuse Treatment (ADRT) is available at: [nhs.uk/tests-and-treatments/end-of-life-care/planning-ahead/advance-decision-to-refuse-treatment](https://www.nhs.uk/tests-and-treatments/end-of-life-care/planning-ahead/advance-decision-to-refuse-treatment)

Other sources of information and support

Citizens Advice Bureau (CAB)

A charity that provides independent, confidential and impartial advice to everyone on their rights and responsibilities, including work, benefits, housing, immigration and health.

☎ 03444 11 14 44 (England) / 03444 77 20 20 (Wales)

➤ citizensadvice.org.uk

Samaritans

A charity that provides confidential, emotional support for people to discuss anything that they are worried or concerned about.

☎ 116 123 / 08081 64 01 23 (Welsh Language Line)

➤ samaritans.org

Office of the Public Guardian

A Government body that protects people who do not have the capacity to make certain decisions for themselves. They are responsible for registering Lasting Powers of Attorney.

☎ 0300 456 0300

➤ gov.uk/government/organisations/office-of-the-public-guardian

Dying Matters

Dying Matters is a coalition which aims to help people talk more openly about dying, death and bereavement.

➤ hospiceuk.org/our-campaigns/dying-matters

Appendix

Below are example statements. Some of these might be important to you, others not important. If you feel strongly about something, you might want to add it to your care plan.

- To be free from pain
- To be kept clean
- To die in hospital
- To die at home
- To die in a hospice
- To die alone
- To not die alone
- To be free from anxiety
- To be at peace with God
- To pray
- To meet with a religious/spiritual leader
- To know how my body will change
- To take care of unfinished business with family and friends
- To say goodbye to the important people in my life
- To have my family prepared for my death
- To approach death in a clear and conscious state
- To not be connected to machines
- To be able to talk honestly about what death means
- To have my family with me
- To have close friends near me
- To have minimal or no medical intervention
- To have open and honest conversations about my situation and what is happening
- To be able to talk about what frightens me