



Contingency Planning for Caregivers



THE ONTARIO

caregiver

ORGANIZATION



Contingency Planning for Caregivers: Worksheet for building your plan

Having a backup plan in case you become ill and can't provide care can help give you peace of mind. Your back up plan will help to ensure the person you care for continues to receive support. This worksheet was developed to assist you in building a contingency plan. You can use alongside the [Contingency Planning Guide](#) OR the [Health Care Journey Binder](#). Please provide a copy to the person you care for, others on the care team as well as those who you are listing as backup support.

Thank you to the caregivers who assisted the Ontario Caregiver Organization in creating this resource.

Considerations:

- Whenever possible, create this plan alongside the person you care for. Learn more about [health and privacy consent](#).
- Have conversations from time to time regarding emergency planning
- List action steps for the person you care for in a place they can easily find. This will aid them with taking the necessary steps to find help in an urgent situation.
- Talk to service providers and family, friends, neighbours about your plan. Ask if they can help in case of an emergency, outline examples of what they can do and provide a copy of the plan when applicable.



This plan is in place for (name):

Main Caregiver:

Relationship:

Date this plan was last updated:

In case of emergency please call (List 1-3 emergency contacts who can be reached immediately):

Name	Relationship	Contact Information



Basic Information About my Care Recipient:

Birth date:	
Preferred Language:	
Nickname:	
Hobbies:	
Favourite Place:	
Favourite Food and Beverage:	
Mobility or health devices used:	
Any other important information can be noted here (e.g., what is a major trigger for anxiety, what other things they enjoy doing)	



Diagnoses/ Disabilities/ Challenges Faced:

- Document any diagnoses (conditions) your care recipient has been told they have by a healthcare professional.
- What challenges or disabilities do they face? (Emotional, mental, physical)
- What considerations need to be made for these disabilities/ challenges (e.g., insulin pump requires....)

Prescribed Medications or Supplements	Dosage
Allergies:	



Care Team

List all members of the current care team (personal support workers, physician, clinics, pharmacy, family, friends, neighbours):

Name	Role	Contact Information	Notes
Example: Dr. Wilson	Family Physician	519-322-7785	Very helpful and has copy of care plan on file- monthly blood work order in place



Services in place

(what services are already accessed, where are they registered for programming or vulnerable persons registries)

Service Type	Service Provider	Contact	Notes
Example: Meal Preparation	Meals on Wheels	Name and number/email	Drops off meals 3 days per week
Medic Alert bracelet for diabetes	Medic Alert	Number	Yearly fee of ____paid in July: Registration #

Schedule

(if there are regular appointments or routines, note them here along with frequency)

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays	Sundays



Emergency Care Directives

e.g., no blood transfusion, DNR (do not resuscitate) order in place, next of kin or Power of Attorney information.

Consider telling one of your emergency contacts where you keep important documentation in the home so they can locate when needed

Bills/Fees to be paid

Type	Amount	Date Payment Required	Company	Notes
Rent/ Mortgage				
Utilities				
Medication				
Phone/ Internet				
Other Service Fees				
Memberships				



Other Notes

<p>Symptoms to look out for:</p>	
<p>Warning signs of agitation, confusion, anxiety, pain etc.:</p>	
<p>How to Help:</p> <p>e.g., when [enter name] is anxious this is what can help:</p> <p>what to say</p> <p>what to do</p>	
<p>Any other plans that have been discussed (e.g. living situation)</p>	
<p>Tips and Strategies for care:</p>	



Additional OCO Resources to help you complete this worksheet:

Contingency Planning Guide

<https://ontariocaregiver.ca/wp-content/uploads/2021/08/OCO-Tip-sheet-Do-you-have-a-plan-Aug24.pdf>

My Healthcare Journey Binder

<https://ontariocaregiver.ca/caring-for-a-senior/#my-healthcare-journey-binder>

Health Privacy and Consent Resources

<https://ontariocaregiver.ca/wp-content/uploads/2021/08/At-a-glance-Understanding-health-privacy-and-consent-for-CAREGIVERS-English-Aug4.pdf>