



Devon Carers Alert Card Form (V4.0)

The information you supply on this form will be treated as confidential and will only be available to staff within Devon Carers and at the Alert Card call centre.

If you are incapacitated and someone calls the Alert Card call centre on your behalf only the information on this form will be available to the person answering the call. They will only share this information with your designated contacts or with the emergency services; they will not share your information with any caller¹.

For the scheme to work, everyone needs to be aware of the process. Once your completed form is returned and the service is set up, we will write to each person separately:

- to you, with your card and terms and conditions
- to the person you care for (if they do not live with you) to advise we will be holding their details on our system
- to your designated contacts, to let them know their details are held, and why.

Please complete **all** parts of the form and **sign it on page 4**. If any of the sections are not filled in the form may be returned to you for completion and the issuing of your Alert Card delayed.

Your consent and information sharing

I confirm that I am a Carer aged 18+. I help a family member or friend who could not manage without my support

I am caring for someone who is aged 18+ who lives in Devon

I give my consent to being registered with Devon Carers and understand that this means that my personal information contained in this application form will be held on the Devon Carers database. I also understand that Devon Carers may contact me to verify the information I have provided in this form

I am happy to receive the Devon Carers magazine *You Care, We Care* (tick **one option**):

- I am happy to access this online
- I would like to receive a reminder by email and my email address is:
.....
- I need to receive this through the post because I do not have internet access or because of my caring situation
- I need an alternative version (ie large font, spoken word) please specify:

I understand that for assurance purposes we may need to check whether you have a social care record with Devon County Council **and add if not already present**. I give my consent for this

¹ If you need to change any of your information you will need to contact Devon Carers, not the Alert Card call centre, as staff at the centre will not be able to independently confirm your identity.

PART 1: Please tell us about YOU the carer

Surname

Title (Mr/
Mrs/etc)

First name(s)

Address

Gender Male
 Female
 Transgender

Date of Birth

Preferred telephone ²

Post Code

Other telephone²

Which GP Practice are you registered with?

PART 2: Please tell us about the PERSON YOU CARE FOR

Please provide the name and address of the person you care for (or advise if the cared-for lives at the same address as you) as well as any relevant Key Safe details.

Name of Cared For

Address of Cared For

Key safe location

Key safe code

Postcode

² Please only provide telephone numbers that we can use to contact you.

PART 3: Please tell us about the PEOPLE TO CONTACT in the event that you are incapacitated

Please provide the details of up to three designated contacts (please indicate whether they are a key holder and their relationship to you).

The address of each designated contact will be used to send a Privacy Notice and will NOT be recorded on our system.

Only provide two telephone numbers per contact – if you provide more we will use the **first two** numbers given.

**Contact 1
Name**

Address

Telephone numbers

i)
ii)

Contact 1 is a key holder

and is ...

- the person I care for
- my spouse/partner
- my parent
- my son/daughter
- another relative
- a friend
- a professional

**Contact 2
Name**

Address

Telephone numbers

i)
ii)

Contact 2 is a key holder

and is ...

- the person I care for
- my spouse/partner
- my parent
- my son/daughter
- another relative
- a friend
- a professional

**Contact 3
Name**

Address

Telephone numbers

i)
ii)

Contact 3 is a key holder

and is ...

- the person I care for
- my spouse/partner
- my parent
- my son/daughter
- another relative
- a friend
- a professional

PART 4: Please tell us about the PLANS you have in case you are incapacitated

If someone calls the Alert Card call centre on your behalf the person answering the call will ring your designated contacts in the order you have listed. If they are unable to reach any of your designated contacts, or your contingency plan is not available as described below, they will contact the emergency services.

Please **select only one** of the following options:-

- 2.1 I do not maintain a written contingency plan; my designated contacts will know what to do if I am incapacitated.
- 2.2 I maintain an up-to-date written contingency plan at my home or the home of the person I care for
- Or**
I have a contingency plan stored in a "Message in a Bottle" container³. My designated contacts know where the contingency plan is kept and will access/use this plan.
- 2.3 I have a contingency plan maintained as part of the person I care for's 'CCT Yellow Folder'; my designated contacts will access/use this plan.

PART 5: How we will use the information you have provided

Thank you for your co-operation and assistance in providing this information.

Devon Carers will hold the information you have provided. It will be held in accordance with the provisions of the General Data Protection Regulation. It will be shared/used only by those authorised for the purposes described.

Please complete and sign the declaration below before returning your form to the address given on page 1. If you are a Young Carer (under the age of 18) your parent/guardian must also complete and sign the declaration.

I understand that Devon Carers will use the information I have given to provide the Alert Card service as described. As part of the service I understand that the information will be shared with the Alert Card call centre.

I understand that it is my responsibility to inform Devon Carers of any changes to the details I have provided, and to ensure any plans are up to date.

I confirm that the contacts I have designated are aware of and have consented to their information being held and used in the way described.

Signature		Date	
Parent/guardian's signature (Young Carers only)		Date	

³ For information about contingency plans and the Message in a Bottle scheme please see Page 5.

For office use only

Entered on Alert Card database by _____ (___/___/___)

Checked on Alert Card database by _____ (___/___/___)

Additional Information

Contingency plans

If you are a carer someone depends on you. For that reason Devon Carers encourages all carers to have some sort of contingency plan in place in case they are in any way incapacitated.

For some carers a contingency plan can be as simple as having someone nominated who will act as a carer in your place. For others a little more planning might be required to ensure that the needs of the person you care for are understood and met. For some, particularly those who are caring for people with severe or complex needs and may be in touch with a number of other service providers, a contingency plan may include pre-arranged support from statutory or private agencies.

We enclose a simple contingency plan form which you might like to use. Please let your contacts know where you are going to keep it.

Message in a Bottle

The Message in a Bottle scheme is a simple idea designed to encourage people to keep vital life saving information in a common place, the fridge, where it can easily be found in the event of an emergency.

Two labels, one on the inside of the front door and the other on the fridge, alert the emergency services that this information is available.

Bottles, which are free of charge, can usually be obtained from your local GP surgery, Pharmacy or Lions. You may also find that you can obtain one through your nearest Neighbourhood Watch group, Age UK/Age Concern Exmouth, Council Offices, Housing Associations and many other places including Police stations.

If you are unable to find a bottle, please contact:

- Devon Carers or
- The Lions Club Message in a Bottle (MiaB)
Coordinator for Devon
(David Lyon, telephone 01392 439926)

