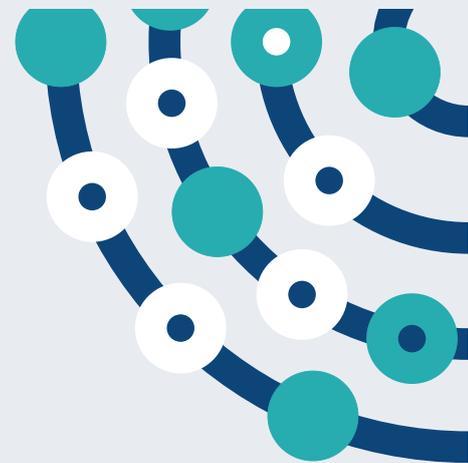


# RESPECT



## Easy read guide

### The Recommended Summary Plan for Emergency Care and Treatment



## Guidance for the people who support you

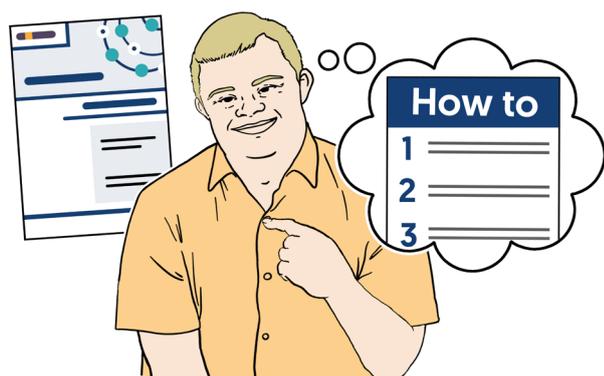
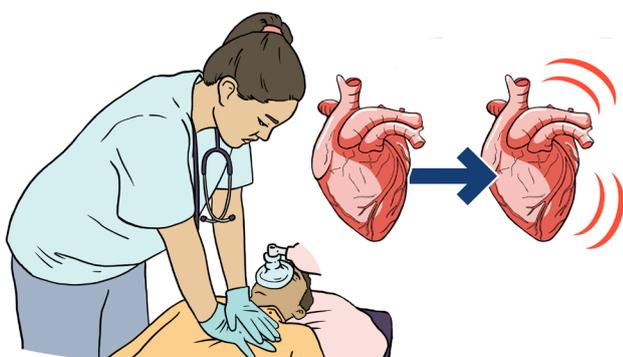
This guidance, worksheet and story sheet should be used to support conversations about ReSPECT planning. This is not a standalone resource.



This document is split into 4 steps. We recommend taking breaks between steps to think about what has been discussed. Discuss with the person you are supporting what they have understood and go back over the text and images if they have struggled to understand. Add your contact details at the end of this document.

## What is ReSPECT planning?

# ReSPECT



ReSPECT stands for  
Recommended Summary Plan for  
Emergency Care and Treatment.

ReSPECT plans let people know  
what you do or do not want to  
happen if you need emergency  
care or treatment.

These can be things like giving  
you **CPR** if your heart stops. **CPR**  
is a process to try and start your  
heart beating again.

This guidance pack has:

- This guide on how to do ReSPECT planning as a person with a learning disability. You should read this first.



- A Worksheet for you to use when thinking about making a ReSPECT plan.

- A Story sheet to help you draw what you think and feel about ReSPECT planning.

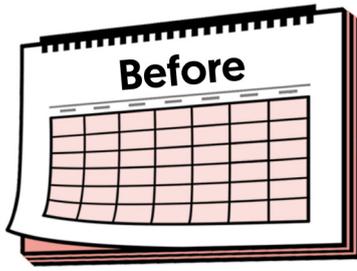
All of these can be used with support to look at what you may need during the 4 steps for ReSPECT planning.

## ReSPECT planning



There are 4 steps to ReSPECT planning in this guide including:

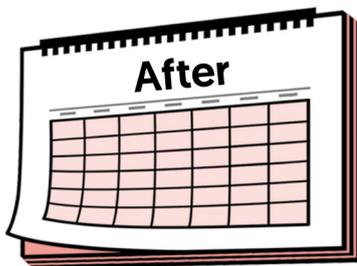
1. Thinking about making a ReSPECT plan



2. Before a ReSPECT planning meeting



3. During a ReSPECT planning meeting



4. After you have made your ReSPECT plan



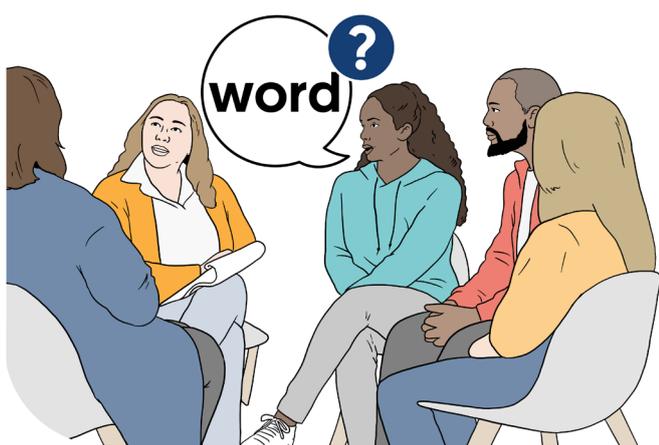
This guide will talk about these 4 steps so that you can think about how to make your plan and what support you want to help you make it.

## Step 1

### Thinking about making a ReSPECT plan



When we met with people with a learning disability to talk about ReSPECT planning, they found that ReSPECT planning was difficult to understand.



They wanted us to explain what some of the words used mean first.

# word?

Here are some of the words and their meanings:

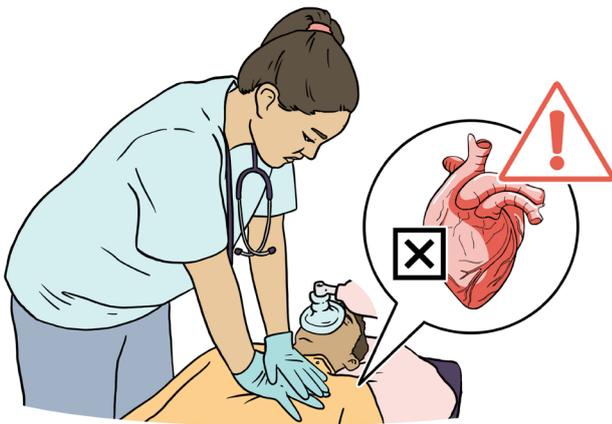


#### **An emergency**

An emergency is when something happens to us and we need to act fast to put things right.



For example, if you broke a bone in your leg, then you would need to be taken to hospital so that you can have your leg treated to make it better. This would be an emergency.



Some emergencies can be worse than others. In very bad emergencies a person can stop breathing or their heart can stop working and they need to have **treatment** to help them.

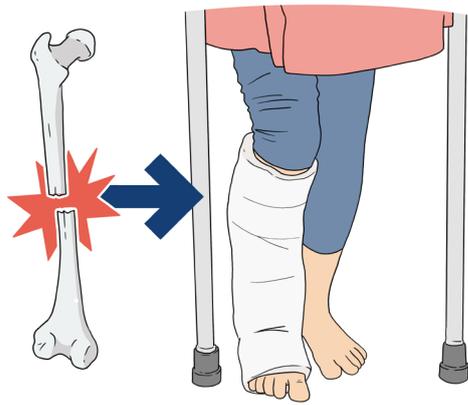


## **Treatment**

Treatment is what you may need when you become unwell.



Some treatments are things like medicine that help us when we have pain, or tablets that help us to heal from an infection.



Some treatments are things that are done to our bodies. Like having a plaster cast put on your broken leg to give the bone time to heal.



Some people decide that they do not want to have some treatments in an emergency.



This can be because the person has an illness that means they are going to die soon. They may not want to spend the time they have left feeling unwell because of treatment.



The ReSPECT plan gives you a way of making your choices about what you do or do not want to happen in an emergency known to everyone involved.

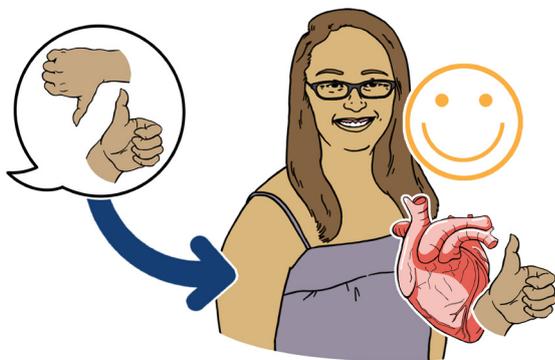


ReSPECT can help to build trust between people and the staff working within health and social care services when it is used in a **person centred** way.

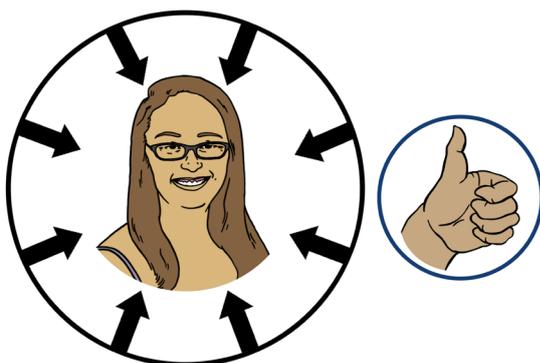


### **Person centred**

This means putting the thoughts, wishes and needs of the person first in any decisions that are made with them



In care these decisions support people with their health and well being.



It is good to place the person at the centre of their care so that no one forgets how important they are when making decisions with them.

# What are the good things about having a ReSPECT plan?



Having a clear ReSPECT plan can:

- tell health care staff who decide what to do in an emergency how you want to be treated. They might need this as they do not know you well.

- help people who care for you and your family to know what you do and do not want to happen in an emergency.

- help health care staff to make the right decisions more quickly because they know what is important to you.

A ReSPECT plan is made to:

- let people know what you do or do not want to happen in an emergency

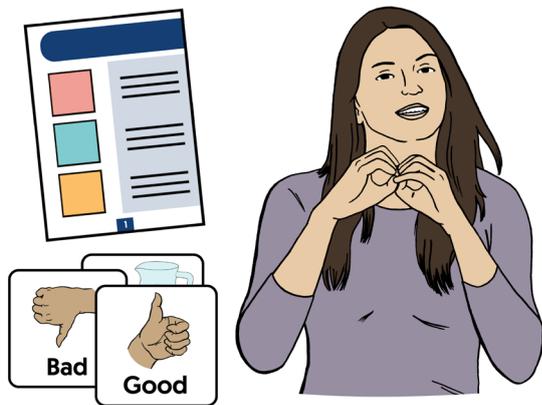


- let people know what the health care staff think needs to happen in an emergency.

## Questions to ask yourself when you think about making a ReSPECT Plan



Who would you want to talk with about your ReSPECT plan?



Do you need any support to communicate? Are there any tools or ways that you use to do this?



Do you use any technology to communicate?

## Step 2

### Before a ReSPECT planning meeting



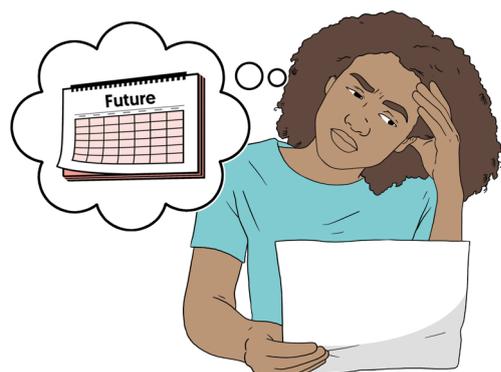
ReSPECT plans are not just used when the person is coming to the end of their life.



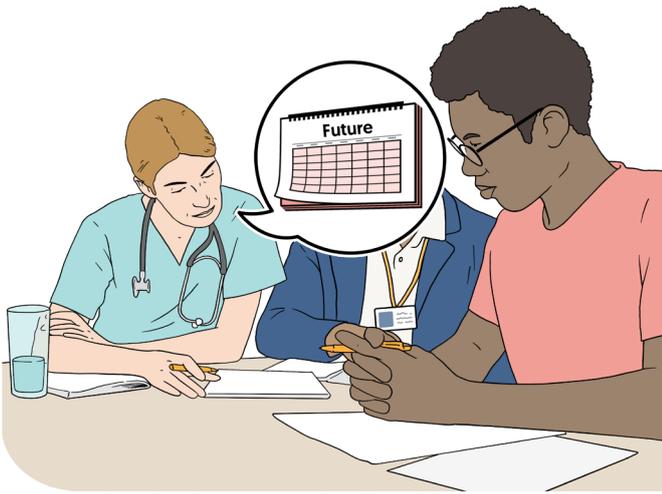
You should think about making a plan when you are well, and not when an emergency happens or when you are too ill to talk about this.



You may want someone with you to support you and help you to explain your thoughts.



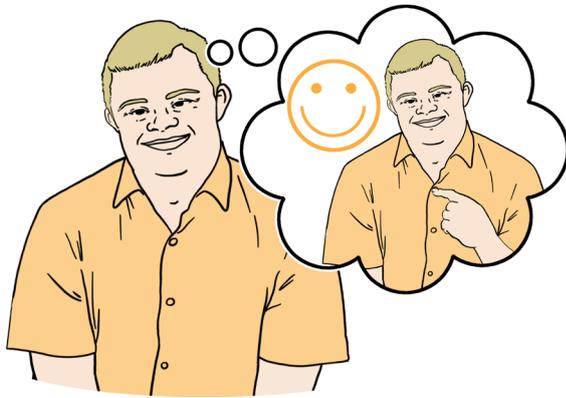
You may have difficulty thinking about what should go into your plan. It can be hard to think of things that might happen in the future.



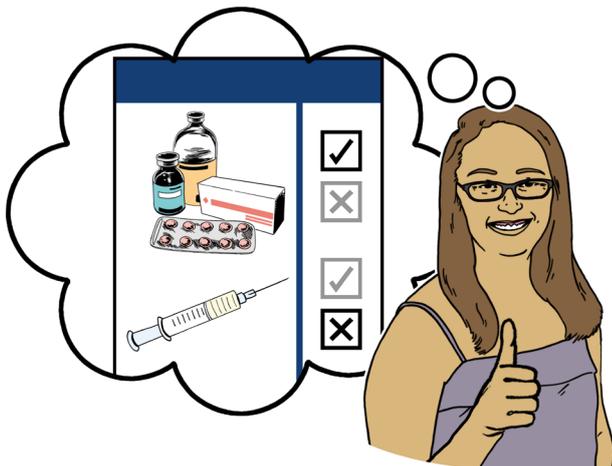
Health care staff will support you to make your plan and can help you to think about these.



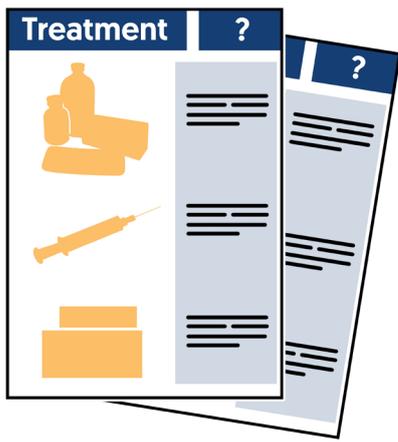
You can also think of questions that you want to ask about the different things that can happen in an emergency.



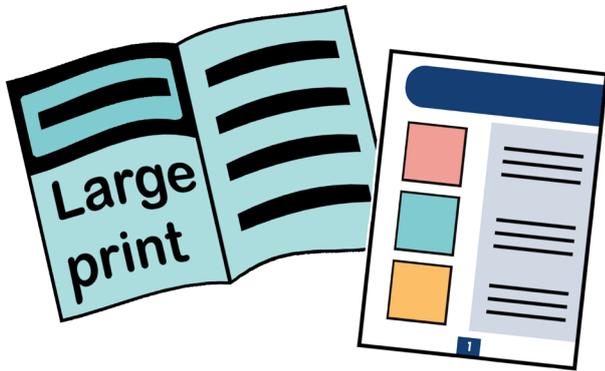
What is important is that you think about what you enjoy and how you choose to live your life.



It is important that you understand the choices about care and treatment written on the form and the reasons for these.



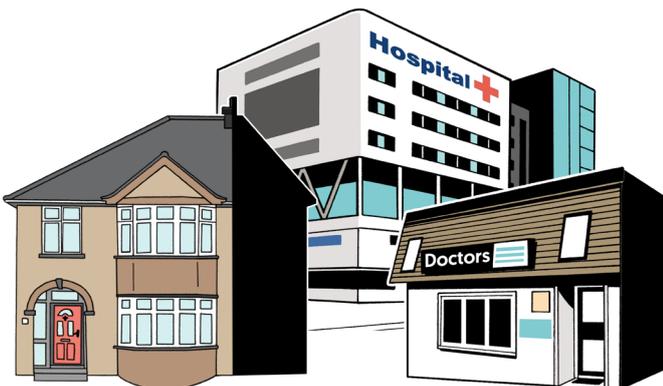
These can be seen in the recommendations section of the ReSPECT form.



Some people may need **reasonable adjustments** to help them. These are things like larger writing, colour backgrounds behind the writing, and easy read.



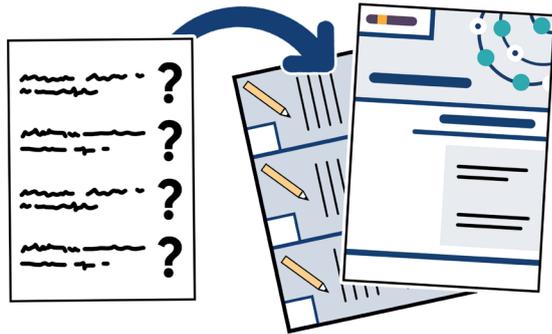
You should think about where you will have your ReSPECT meeting, you should be comfortable and relaxed so that you are better able to make your plan.



This could be at your GP surgery, your hospital clinic, or at home.



Below are some questions to help you to think about what could make it easier or harder for you to do your ReSPECT plan.

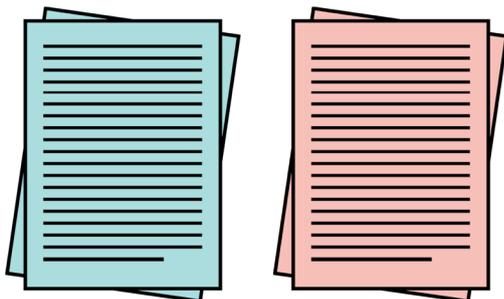


You can add some of these to your worksheet or your story sheet, to let other people know what you may need.

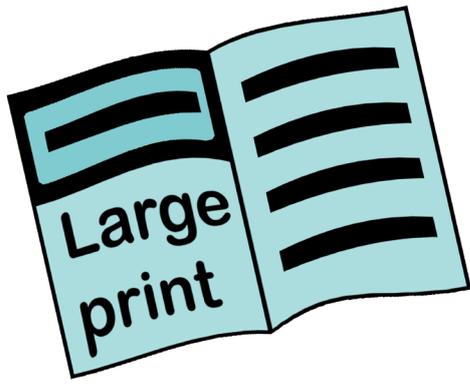
## Questions to ask yourself before your ReSPECT planning meeting



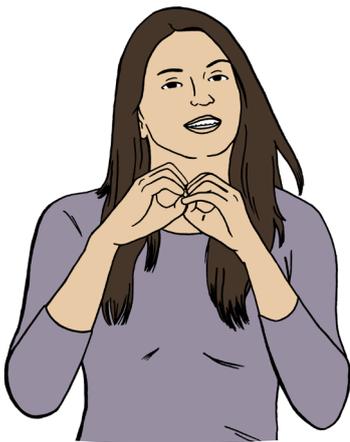
When reading this section you should write down a list of what you think you will need.



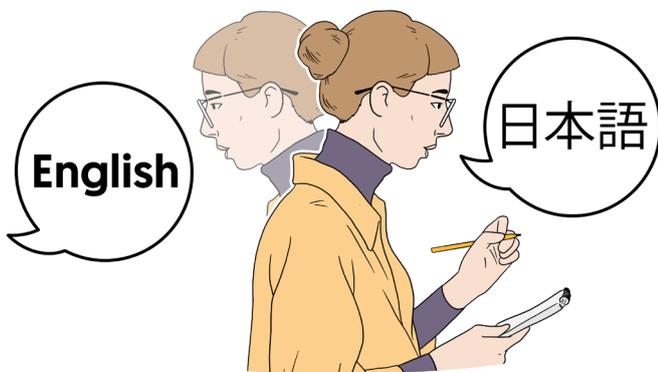
Do you need your documents printed on coloured paper? What background colours do you use?



Do you need large clear fonts and larger print?



Do you need someone to sign for you?



Do you need an **interpreter** if English is not your first language?

An **interpreter** is a person that helps people who speak different languages to understand each other.



Do you use PEC symbols?

These are cards with pictures on that can help you to communicate.



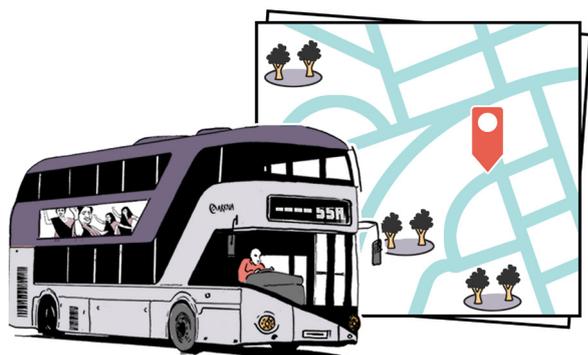
Do you use anything else to support you to communicate?



What do you need to know about the place you are going to?



Do you use any aids to move around like a walking frame, a wheelchair or an electric scooter?



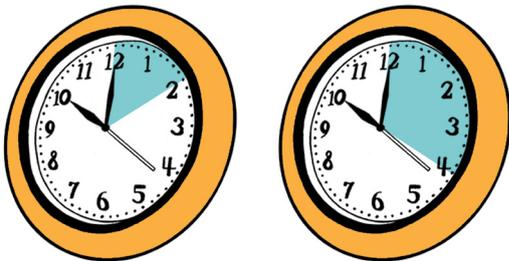
Do you need travel directions or a bus route or map to get there?



Do you need to know where the toilets are in the building?



Do you need a quiet space away from the other people, to make sure you do not get overwhelmed?



Do you need a double appointment to have extra time?



Do you need more than one meeting to be able to make your ReSPECT plan?



Who would you want to support you with your ReSPECT planning?



Who will ask questions if there is anything you do not understand about your ReSPECT plan?



Is there a member of staff that you would want to be involved?



Who supports you at home? Do you want them to be involved in your ReSPECT plan?



Are there any other questions that it would be useful to ask yourself about what you may need?

### Step 3

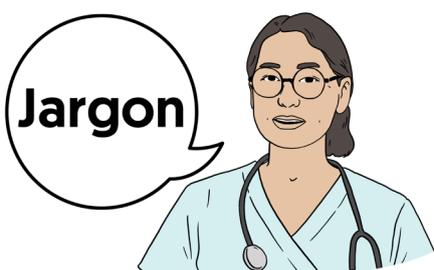
## During a ReSPECT planning meeting



The main reason for having a ReSPECT plan is to tell health care staff the treatment and care that you do or do not want to happen to you in an emergency.



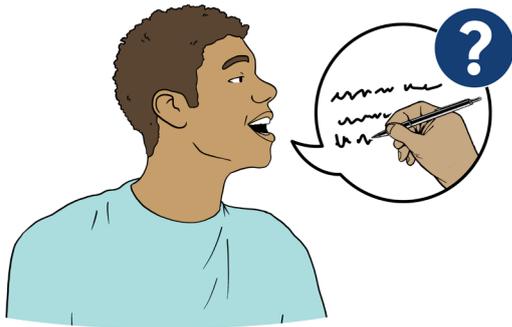
It is very important that you and everyone that would use your ReSPECT plan can clearly understand what you do or do not want to happen to you in an emergency.



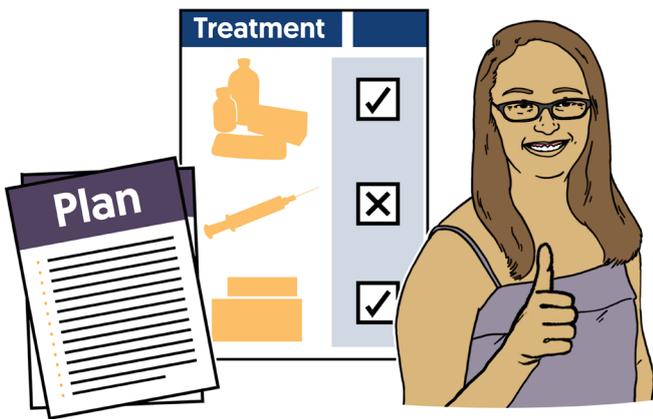
Sometimes health care staff can use jargon and other terms that are not easy to understand.



If you don't understand a term being used it is good to ask the health care staff to explain it.



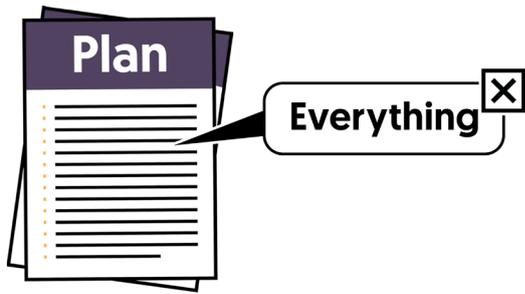
You can also ask them to write the explanation simply and clearly on your ReSPECT plan.



The treatment and care recommendations in your ReSPECT plan should fit with what is important to you in your life.



The staff doing the plan with you should explain how the choices made by health care staff fit with your wishes. You can ask them to explain this if it is not clear to you.



Your plan can not include every possible emergency or treatment that might be given.



Your ReSPECT plan needs to have enough information so that health care staff can choose a treatment that fits with what is important to you.



It is also important to know that ReSPECT plans are not backed up by the law. This means that the law does not force people to do what it says on a person's ReSPECT plan.



A doctor can decide to do something else if they think it is better for you.

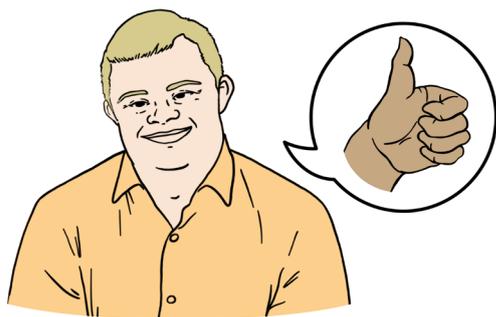


If they do this then they must have a good reason for not following the plan and they must explain this.

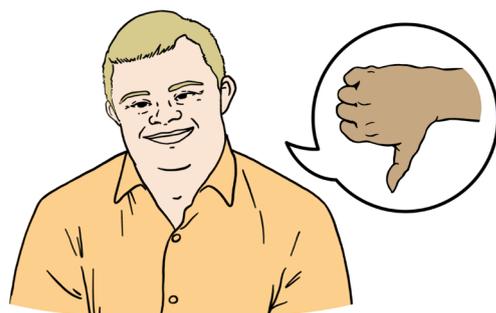


When you are in your ReSPECT planning meeting it might help you to have someone to support you with talking about these things.

## Questions to ask yourself about your ReSPECT planning meeting



What kind of treatment are you ok with?



What kind of treatment would you not want to have?



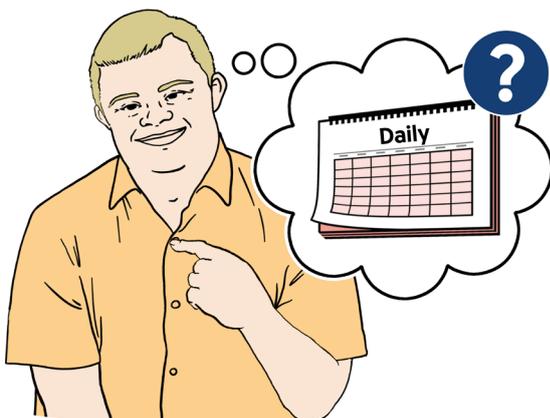
Is there anything that can support you to have treatments? Or that could make it difficult?



Would it help to record what is said at your meeting, so you can listen to it again if you want to?



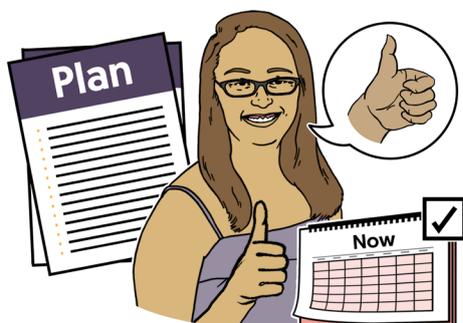
Is there anything that you want people to know about how you can behave when you are feeling stressed? How can they support you when your are stressed?



Is there anything about your daily routine that is important for people to know?

## Step 4

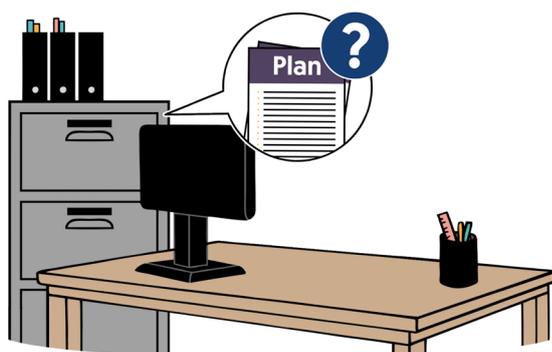
### After you have made your ReSPECT plan



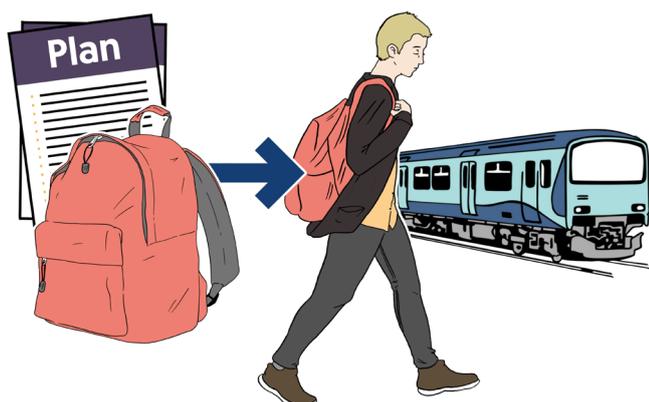
It is important to know that your ReSPECT plan is up to date.



This is so that the doctors and other staff who need to use it in an emergency can be confident it fits with what you want or don't want to happen.



Think about where you will keep your ReSPECT plan, so you know where it is if you need it.



You should also take your ReSPECT plan with you when you are travelling just in case it is needed.



We know that sometimes just doing a ReSPECT plan can change the way we think and feel about the choices that we have made in our plan.



It may be helpful to talk with someone you trust after you have made your plan. Then you can share any thoughts or feelings you have about your plan and get the support you may need.

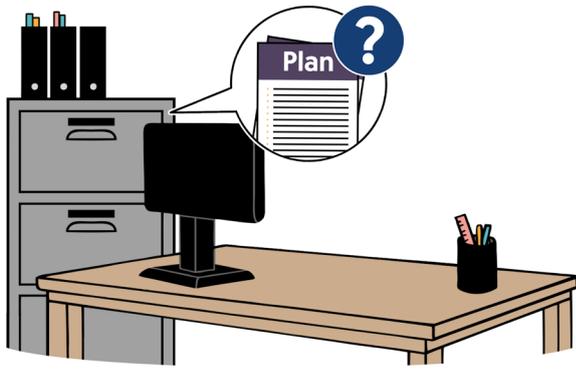


Here are some useful questions to support you to think about what you need when your ReSPECT plan is done.

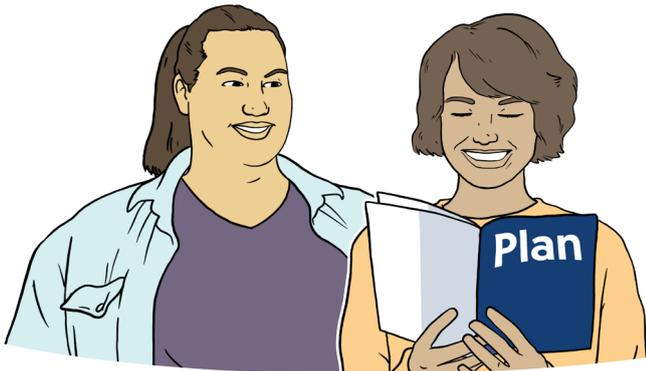
## Questions to ask yourself after your ReSPECT planning meeting



Do I want an electronic or paper copy of my ReSPECT plan?



Where am I going to keep my plan so that it is easily available if it is needed?



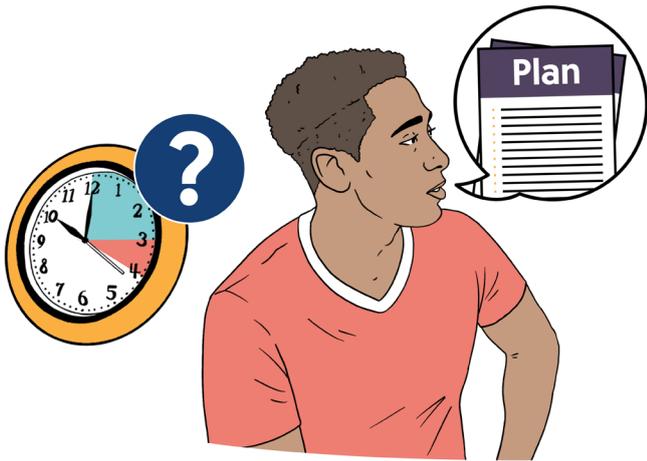
Who do I want to share my ReSPECT plan with? How will I do this?



How will I make sure that my ReSPECT plan is checked regularly and up to date?



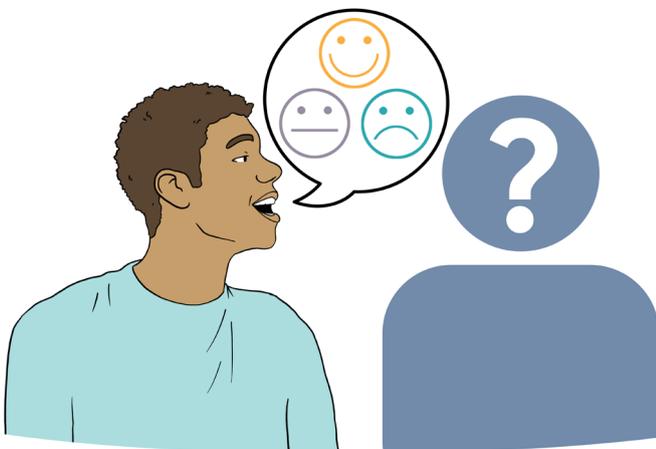
Will I talk about my ReSPECT plan during my **Annual** Health Check? **Annual** means every year.



Will I need more time at my Annual Health Check meeting to be able to talk about my ReSPECT plan?

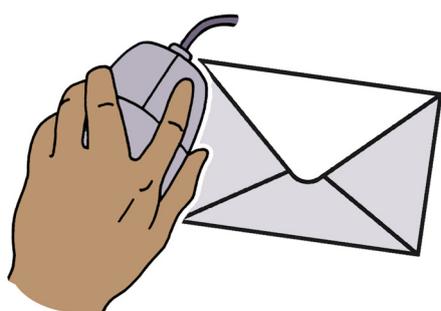


Do I have any thoughts or feelings that I need to share about my ReSPECT plan?



Who do I want to share these thoughts and feelings with?

## Contact



If you have any more questions about ReSPECT planning, you can contact the person who supported you with this booklet.

Name:

Phone number:

Email address:

You can find more information at Resuscitation Council UK:

[www.resus.org.uk/respect/respect-patients-and-carers](http://www.resus.org.uk/respect/respect-patients-and-carers)



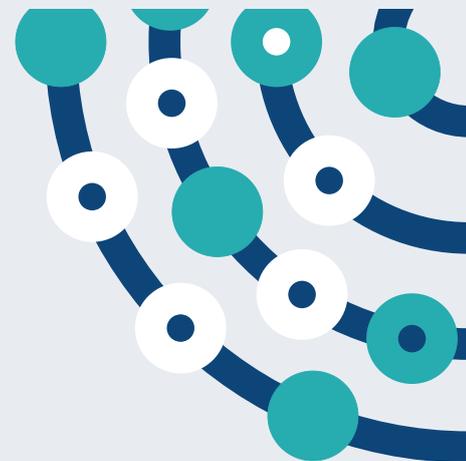
## Notes page

Use these pages to make notes on the choices you have made and what you need to ask for.

A large, empty rectangular box with a dark blue border, intended for taking notes.

A large, empty rectangular frame with a dark blue border, occupying most of the page. It is intended for taking notes.

# ReSPECT



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This project was funded by the NIHR HSDR Programme (project number NIHR 13/13/16). The views expressed are those of the authors and not necessarily those of the NIHR or the Department of Health and Social Care.