



## Things you should know before I go

There are so many details and documents to keep track of in our daily lives. This booklet enables all this information to be stored in the same place, making it easy to update. It provides a safe place to record important information about your life such as family contact details and the whereabouts of documents.



In completing my booklet,  
I have a sense of relief  
that my loved ones will be  
aware of my wishes and  
know what to do when  
the time comes



# Planning ahead



Thinking about and discussing your end of life plan can be very difficult. Such conversations are often avoided because people don't want to burden their loved ones, but planning ahead can help inform those closest to you of your affairs whilst you are still able.

This booklet is designed to help you keep track of all the important documents in your life, and record details of them to give to your next of kin, as and when is needed. You are also able to share what is important to you, so that those close to you know what you would want, should a time arise when you can no longer make your own decisions. This is an opportunity to plan ahead, get your affairs in order and review all your arrangements to make sure everything is up to date and in order. Once completed, please keep this in a safe place and inform your next of kin of its whereabouts.

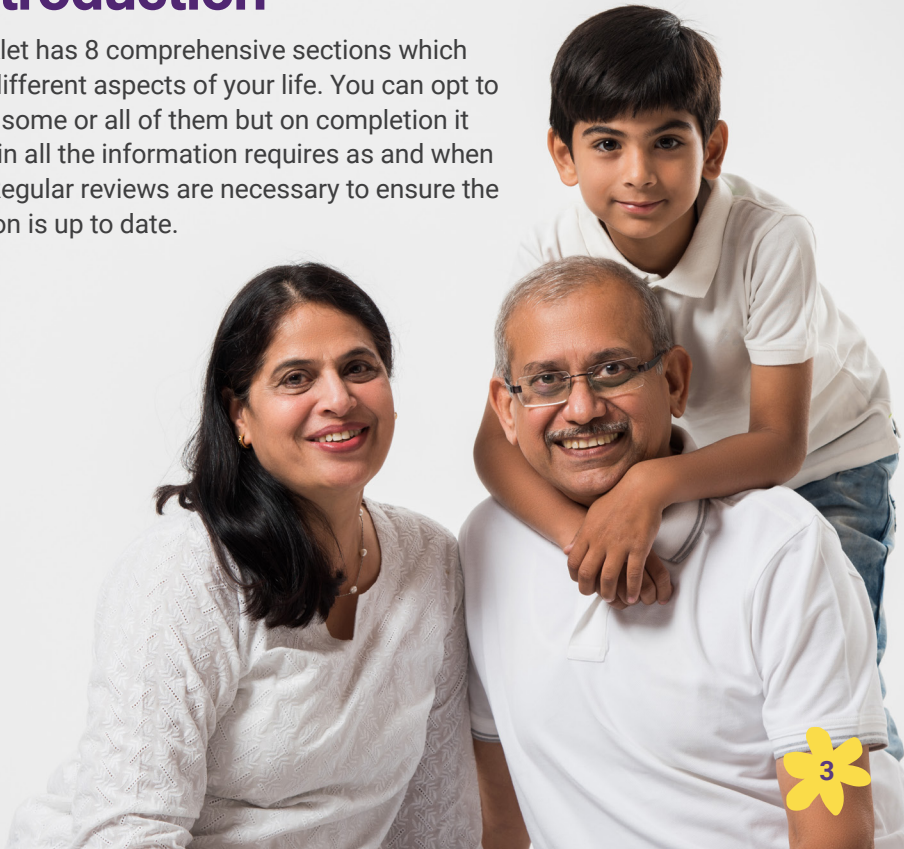
Whether you are just planning ahead, or have been diagnosed with a life-limiting illness, this guide can help you prepare for the future and can give you confidence that your important details are documented in a safe place.

# Contents

1. Introduction .....	p3
2. Personal Details .....	p4
3. Health .....	p6
4. Document Location .....	p7
5. Financial .....	p8
6. Digital Legacy .....	p10
6. Pets .....	p11
7. Personal Wishes .....	p12
8. Funeral Wishes .....	p13

## 1. Introduction

This booklet has 8 comprehensive sections which relate to different aspects of your life. You can opt to complete some or all of them but on completion it will contain all the information requires as and when needed. Regular reviews are necessary to ensure the information is up to date.



## 2. Personal details

Include information about yourself, your next of kin and additional contacts such as close family and friends, GP, dentist and optician.

About me	
Full Name	Address
Date of Birth	NHS Number

### I would like the following people to be involved in my care

Next of Kin	
Full Name	Address
Telephone Number	Email

Next of Kin		
Full Name	Relationship	Address
Telephone Number	Email	

GP	
Full Name	Address
Telephone Number	Email

### Close Family Member and Other Contact

Full Name	Relationship	Address
Telephone Number		Email

### Close Family Member and Other Contact

Full Name	Relationship	Address
Telephone Number		Email

### Close Family Member and Other Contact

Full Name	Relationship	Address
Telephone Number		Email

### Close Family Member and Other Contact

Full Name	Relationship	Address
Telephone Number		Email

# 3. Health

Record details of any medical condition or allergy and any regular medication and its whereabouts.

Medical Conditions	
1.	3.
2.	4.

Do you have any allergies? If yes please specify	
1.	3.
2.	4.

Current Medication	
Name of medication	Location of medication
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Any other relevant medical information

	Yes	No
Have you opted out of organ donation?		
Do you have a pacemaker?		
Do you have a defibrillator (ICD)?		
Do you have a Lasting Power of Attorney (LPA) for Health & Welfare?		

# 4. Document location

Record details of all important documents and their whereabouts. Include any other important documents alongside our suggested ones below e.g. property deeds, insurance policies, shares, investments and premium bonds.

Document	Location
Birth Certificate	
Marriage Certificate	
Passport	
Driving Licence	
Will	
Power of Attorney	
Life Insurance	

## 5. Financial

This section contains important information regarding your finances which will help your family look after your affairs should the need arise. It is recommended that you include only the last 5 digits of account or credit numbers and **please do not record any PIN numbers, passwords or security information.**

Please note that your family will not be able to obtain information regarding the account or access any money without the appropriate legal documentation eg. Lasting Power of Attorney.

Bank Accounts and Cards				
Bank name	Sort code	Acc/Card No (last 5 digits only)	Acc/Card Type	Telephone Number

Service	Contact Details	Policy/ref No.	Amount	Payment Frequency
Gas				
Electricity				
Water				
Telephone				
Mobile				

Service	Contact Details	Policy/ref No.	Amount	Payment Frequency
TV/Broadband				
Mortgage/Rent				
Council Tax				
Pension				
Buildings Insurance				
Contents Insurance				
Car Insurance				
Life Insurance				
Health Insurance				

# 6. Digital Legacy

It is important to keep a record of your digital accounts along with instructions on what you would like to happen to them. If you want loved ones to be able to keep photos and videos then close down accounts they'll want to know where everything is and how they can access it. Visit the Digital Legacy Association website for further details on how to manage your digital legacy.

**Do you have a mobile phone, laptop, tablet or other electronic devices ?**

**YES  NO  (please specify)**

**What do you wish to happen to your digital affairs once you have passed away, i.e. online accounts, social media etc.? For example, do you wish someone else to take control of them, do you wish them to be deleted etc?**

**Where are the details of all your digital accounts kept (names, passwords etc.)?**

**Are there any personal effects, such as photographs or videos that you wish your family or others to have?**

**YES  NO  (please specify)**

**Are there any programs on computer that may need to be accessed for probate details?**

**YES  NO  (please specify)**

# 7. Pets

It is useful to consider care plans for your pets should you no longer be able to care for them. Please specify your wishes below.

Who would you like to look after your pets?		
Are your pets registered with an organisation such as The Cinnamon Trust, which will take them on if you are no longer able to care for them? If yes, please specify details.		
Full Name	Relationship	Address
Telephone Number		Email

	Pet 1	Pet 2	Pet 3	Pet 4
Type of animal				
Name				
Gender				
Chip Number				

Vet details	
Vet Name	
Address	
Vet Telephone Number	

Insurance Policy details	
Insurance Company	
Address	
Telephone Number	
Policy No.	

# 8. Personal Wishes

If you can't make a decision about your medical treatment, care or welfare, then a health or social care professional, such as a doctor or social worker, will make a decision on your behalf. An Advance Statement will help to make sure that your wishes, feelings and beliefs are taken into account when these decisions are made. Writing an Advance Statement can also help to you and the people close to you to start a conversation about your wishes for the future, which can sometimes be difficult to talk about. Record your thoughts here e.g. Health and wellbeing choices, religious or spiritual views, your daily routine, hobbies and pastimes.

## Wishes

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

# 9. Funeral wishes

By specifying your wishes here it will help them to plan accordingly however it is recommended that you consult a Solicitor or Will Writer to ensure any specific wishes are adhered to.

## In the event of my death I would like the following:

- Do you have a prepaid funeral plan? Y/N  
If yes, please complete the below

Service	Contact Details	Policy/ Ref no.	Location

If no, please complete the following

- In the event of my death please contact the following as regards to my funeral

.....

My funeral director is .....

Funeral to be conducted by .....

Please arrange for the following music/prayers/readings at my funeral

.....  
.....

- I prefer to be **buried / cremated / no preference**

- I would like to be buried / cremated at

.....

- I would like flowers/one family wreath at my funeral Y/N

- I would prefer donations to go the following charities

.....  
.....



## About Us

- St Luke's Hospice cares for adults of all ages approaching the end of their life in Harrow and Brent. We aim to give the people we care for the best possible quality of life, each and every day.
- Founded by local communities in 1987, we have been providing free expert end of life day care to local people and specialist care in our inpatient unit (IPU) since 2000. Our IPU can care for people in their final days, provide intensive care to help get symptoms under control or give respite care. Many of the people who are cared for in our IPU go home again.
- Two thirds of our care is now provided in the comfort of peoples' homes, as we respect that this is where most people would like to be looked after. The care we give is free of charge, available to all, and respects the cultures, religions and beliefs in our richly diverse community.

- Supporting local people and their families is at the heart of what we do – focusing on what matters most to them is at the centre of our care.

## Our Vision

St Luke's vision is a world where everyone with an incurable illness can access the care they need to live well, to know that their family and carers are supported, and to die with dignity in the place of their choice.

## Our Mission

We will be the driving force for high quality, compassionate palliative care for the people of Harrow and Brent, and will:

- Extend our services to reach more people, earlier in their illness, working in collaboration where this is most effective.
- Support and empower healthcare professionals through education and training.
- Influence and shape end of life care policies to improve the quality of care

# Remembering St Luke's Hospice

We know that making a will is an incredibly personal, and important matter which requires careful and considerable thought, your family and friends should always come first when writing a will. Once you are happy that they have been provided for, please consider leaving a gift in your will.

The NHS funds 40% of the cost of St Luke's services, which means the care of 6 out of 10 of our patients is funded by our community making donations, taking part in events, supporting our shops and making gifts in wills.

Over the years, the gifts that people have generously left to us in wills have helped us recruit more nurses, equip our inpatient unit and train staff to offer the best possible care when people need it the most.

Did you know? You can leave 1% of your estate to St Luke's in your will so that those closest to you receive 99%. Your legacy is our future. Please help us to make every moment count for people with life-limiting illnesses, and their families. Today, tomorrow and for future generations to come.

For more information please visit our website or email us at [remember@stlukes-hospice.org](mailto:remember@stlukes-hospice.org).





Each time I leave the Hospice I feel like a different person. All the staff, from nursing staff to doctors and consultants, everybody I've come into contact with, nothing is too much trouble



**St Luke's**<sup>\*</sup>  
HOSPICE

FR Registered with  
FUNDRAISING  
REGULATOR

disability  
confident  
COMMITTED

INVESTORS  
IN PEOPLE

St Luke's Hospice, Kenton Grange, Kenton Road, Harrow, HA3 0YG

☎ 020 8382 8000

✉ [remember@stlukes-hospice.org](mailto:remember@stlukes-hospice.org)

🐦 [@stlukesharrow](https://twitter.com/stlukesharrow) [f](https://www.facebook.com/stlukeshospice) [stlukeshospice](https://www.facebook.com/stlukeshospice) [i](https://www.instagram.com/stlukeshospice) [stlukeshospice](https://www.instagram.com/stlukeshospice)

Registered Charity Number: 298555

[www.stlukes-hospice.org/supporting-us](http://www.stlukes-hospice.org/supporting-us)