

KENT SHARED LIVES

Policies & Procedures

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(13) Dealing with emergencies

It is the policy of the Kent Shared Lives to ensure that any emergencies which occur in a Shared Lives placement are responded to promptly, effectively and appropriately and the safety and wellbeing of the individual and the members of the household is safeguarded.

This policy is complementary to and should be read alongside the Shared Lives policies on risk assessment and management, safe working practices, record keeping and placement reviews.

1. Shared Lives will provide advice and ongoing support to enable the Shared Lives host to identify and respond promptly and effectively to emergencies and to communicate their actions to Shared Lives and to other relevant parties as soon as possible after the emergency.
2. The information provided by Shared Lives will ensure that the Shared Lives host is equipped to deal with minor emergencies and can identify when it is necessary to involve external agencies.
3. Shared Lives will ensure that the Shared Lives host has emergency contact details, which are current, valid and relevant to the needs of the adult.
4. Shared Lives will establish and monitor a record keeping procedure, to be used by the host to record the details of any emergency and the actions taken to address that emergency. These records will be monitored at the placement review.
5. Shared Lives will support and monitor the work of the Shared Lives placement to ensure their ability to respond effectively to emergencies in the placement through formal support and supervision and the annual host Review

Emergency contacts & telephone numbers

In the event of an emergency, the following list indicates the people that you may need to contact for advice or assistance.

Shared Lives office **03000 412400**

KCC Out of Hours Service **03000 419191** (7 days a week)

NOTE TO HOSTS

In any emergency situation, your first priority must be the safety of yourself, family members and individuals. If necessary, the relevant emergency service should be contacted, and other people should be contacted at the earliest appropriate time.

In the event of an unexplained absence of a placed individual, please ensure that you contact the police and relevant people at the earliest opportunity.