**Introduction**

Say it Once ‘My Personal Record’ is a simple but effective way to help and support people to be prepared for any future needs and activities – whether individual, community, health or social care or any other personal action, support or solution.

Carers can also use it for themselves and/or to help and support the person they care for.

Any action planned or taken by an individual is personal.

* Each individual needs to decide the actions and documents they can do themselves and those for which they need support
* Some people keep it on computer, some put the paperwork in a Folder or a Personal Record Box, some people call it a Memory Box and include photos, mementoes, and other items of useful or sentimental value
* Some people share it with a relative, some share with their GP or other heath or social care professionals – the choice is theirs

**‘My Personal Record’ has four clear sections.**

* Each section has a suggested list of things to consider from which individuals choose the activity or action that is right for them.
* Each section could become a separate folder if preferred or needed because of the size of individual contents.

‘My Personal Record’ Section 1 - has two initial documents that encourage self-support and best use of people’s own skills and assets:

* ‘My Personal Information Summary’ is a simple A4 document, which includes basic information *‘about me that I need to remember and other people may need to know’*. It can be carried in a wallet or handbag, put in ‘Message in a Bottle’, kept on a PC, at the front of a paper folder and/or shared with your GP or others who may know you and/or support you.
* ‘My Personal Profile’ is a more comprehensive 6 page document including health conditions, services received and medication prescribed

People can select and use any of the forms, documents and activities included as and when needed or use different forms of their choice

The idea is record the personal information you need to record or wish to share on paperwork of your choice.

**Initial Suggested Action**

Prepare a Personal Named Folder - either a paper version or an electronic version or both.

Include:

1. A front cover
2. A record of dates when set up or changed (dates and contents)
3. Introduction
4. Contents (start with one section and add others as needed)
	1. Section 1
		1. ‘My Personal Summary Information’ and
		2. ‘My Personal Profile’