

# Health Passport

## Guidance notes for completion

### Background information

**Health Passport** is a resource tool that can be used for any health care appointment or pre admission or during a hospital stay.

It is used by people with learning disabilities, their families and carers across the United Kingdom. It is based on an original 'Traffic light' assessment document which was devised by Gloucestershire Partnership NHS Trust and has been adapted by many NHS Trusts across the country.

Audit outcomes in many Acute Trusts has indicated that the document is appealing to hospital staff, people who have learning disabilities and their carers because it is attractive, easy to fill out by the patient/carer, and easy and quick to read by the hospital staff.

The reviews of existing literature and tools/resources identified that the document was a good practice example which could be used at the preadmission stage to hospital as well as any other health appointment, example: dentist, doctor etc.

### How to complete:

**The 'Health Passport' is not expected to hold all the available information about the person, **however please complete as fully as possible.****

If an individual with a learning disability is unable to complete the Health Passport they may need help and support from someone who knows them very well.

The Health Passport should contain information about the individual person to enable staff within health services to understand the everyday needs of the person. The 'Health Passport' makes a connection with those who know the person least (staff within health care services) with those people who know the person best (parents/carers/care co-coordinators/community nurse/therapists etc). It can be used in conjunction with any other personal record such as Health Action Plan, Person Centred Plan, Transition Plan etc

The 'Health Passport' is intended to help the staff from health care services to be able to offer the right help at the point of contact with the services and provide the necessary care and treatment needed during the person's stay in hospital.

It is not expected to last for 10 years like a British passport as it is recognised that needs change but is a snap shot of the person at the time. It could be used prior to any treatment ie dentistry, outpatient appointments or admissions into hospital.

**'RED ALERT: Things you MUST know about the patient.'**

**Complete in full;** forename, surname, telephone (with area code), date of birth, NHS Number (this can be found on the letter from the hospital or from your doctor, or if not don't worry the hospital staff can find this)

**GP Details;** please give details of the person's current GP.

**Religion:** state what religion

**Next of Kin;** give details of the name of the persons next of kin and identify the relationship to the person

**Main carer/key worker;** please give details of someone who knows the person really well and could be contacted to share more detailed information to the health staff; this could be the parents and or carer's, the key worker, care-coordinator, the social worker/community nurse and or therapist.

**Medicines** please identify and ensure up to date current medications that are prescribed and taken by the patient; this includes the name of the medication, dose, and times taken are given to health care staff. If you have MARS prescription sheets please show the most current up to date sheet to health care staff too.

**Allergies;** please state any known allergies.

**Medical conditions;** include all known medical conditions the person may have ie Cardiac, Diabetes, Epilepsy etc. If the person has health care plans for these medical conditions please provide additional up to date management plans with the Health Passport.

**Consent;** This is recognised to be an area of concern within practice. The Mental Capacity Act (2005) provides a statutory framework to empower and protect vulnerable people who are not able to make their own decisions. It makes it clear who can take decisions, in which situations, and how they should go about this. It enables people to plan ahead for a time when they may lose capacity.

The whole Act is underpinned by a set of five key principles

- **A presumption of capacity** - every adult has the right to make his or her own decisions and must be assumed to have capacity to do so unless it is proved otherwise;

- **The right for individuals to be supported to make their own decisions** - people must be given all appropriate help before anyone concludes that they cannot make their own decisions;
- That individuals must retain the **right to make what might be seen as eccentric or unwise decisions**;
- **Best interests** – anything done for or on behalf of people without capacity must be in their best interests. The decision to proceed in the person best interest will always be undertaken following a ‘best interest’ meeting, these may need to be convened at short notice to enable care and treatment to be given.
- **Least restrictive intervention** – anything done for or on behalf of people without capacity should be the **least restrictive of their basic rights and freedoms**

**Please ensure details about the patient; if they have the capacity to understand and consent to care & treatment decisions. Please include details of significant people who should be involved in any ‘best interest decision’**

**Communication**; establish and state how the person normally communicates ie verbal, non verbal, gestures, use of pictures/symbols, Makaton etc.

**Behaviour**; include details of any behaviours that other people may find difficult to deal with.

**Amber Alert: Things that is REALLY important to the patient.**

**Risk/safety**; this can include anything the person may need to help keep them safe during their stay, ie use of aids and specialist equipment. Does the person need cushioned bed sides?

**Seeing and Hearing**; identify any problems the person may have with their sight and or hearing. Does the person wear glasses or have a hearing aid?

**Eating and drinking**; to include details of how the person normally eats and drinks, how food is prepared and or assistance give with food and drinks. Does the person need food to be chopped small and or liquidised, does the persons fluids need to be thickened? Highlight any issues with dysphagia (swallowing difficulties) as it is recognised that this is one of the top five key risks identified for people with learning disabilities.

**Taking of medications**; give details of how the person normally takes his/her medicines ie liquid etc and the importance of medicines at the prescribed times.

**Going to the toilet;** include details of the how the person currently uses the toilet and or manages their continence and or incontinence. Include details of the management of constipation if applicable. Does the person require any aids or equipment to use the toilet?

**Moving around/positioning;** give details of how the person needs to be positioned to safely sit during the day and or night. Are any positions dangerous? Does the person have a postural management plan?

**Pain;** give details of how the person normally manages pain and or shows signs of distress. Consider use of DISDAT (Disability Distress Assessment Tool) and or smiley/sad faces

**Comfort;** give details of how the person can be reassured and comforted

**Sleeping;** include details of routine and any sleep problems

**Personal Care;** to include any help the person may need with washing and or dressing

**Level of support required from staff and carers,** try to identify the relevant others who work with or are involved in the persons life and who may need to stay with the person. This includes the time ie 10am-8pm.

### **GREEN ALERT: What you NEED to know about the patient**

**Things that will make the persons hospital stay better;** these could be food and drink choices and or things that make the person happy and or feel good; these could be lifestyle choices or leisure activities. These things are important to help the acute staff meet the needs of the person and not just treat the illness and or health problem.

**Things that will make my hospital stay worse;** these are the things the person does not like and again could be food/drink and or lifestyle choices; things that may upset the person and or make them unhappy.

#### **Accessible version;**

The format the 'Health Passport' is produced in is aimed at professionals having the capacity to read. However should an individual with a learning disability wish to have a version in a format that is easy to read then support is available to do that via the Being Involved Advocacy Group on 0151 480 8883.

### **Advice & Support**

If you require any advice or support please contact:

- **Knowsley Integrated Disability Nursing Team on 0151 443 4046**