

This is my Hospital Passport

For people with learning disabilities coming to hospital

My name is:

➤ If I have to go to hospital this book needs to go with me, it gives hospital staff important information about me.

➤ It needs to hang on the end of my bed and a copy should be put in my notes.

This passport belongs to me. Please return it when I am discharged.

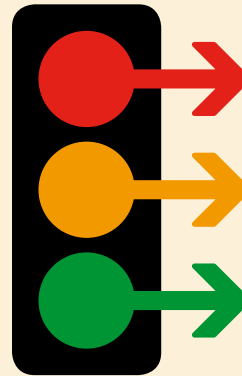
Nursing and medical staff please ensure you read this section

This passport gives you information you need to treat people with a learning disability safely and effectively. It supports you to make "Reasonable Adjustments" to care (Equality act 2010). Reasonable adjustments is any action taken to ensure that people with with a Learning Disability have the same investigations, treatment and health outcomes as a person without a disability.

Therefore

- Please read this passport before any interventions take place
- Consider the reasonable adjustments you need to make (See page 11)
- Involve parents and carers – they often know the person best

- Always bear in mind "Does this person have capacity to make decisions about treatment?" – if unsure please carry out a Mental Capacity Assessment.



Things you **must know** about me

Things that are **important** to me

My **likes** and **dislikes**

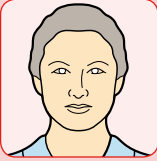
Mental Capacity Act 2005

If I am assessed as lacking the capacity to consent to my treatment, the following people must be involved in any decisions made in my best interests.

Name	Relationship	Contact details
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Things you must know about me



Name:

Likes to be known as:



NHS number:

Date of birth:



Address:

I live with family Supported living Residential/nursing

Telephone number:



How I communicate:



What language I speak:

How you should communicate with me (pictures, short sentences, easy words):



Seeing/hearing (problems with sight or hearing):

Things you must know about me



Family contact person:

Relationship – eg mother, father:



Address:

Telephone number:



Carer or other support:

Relationship – eg home manager, support worker:



Address:

Telephone number:



Name of person/people I need to contact on discharge:

Relationship (s):

Telephone number (s):



Religion and religious/spiritual needs:

Ethnicity:

Things you must know about me



GP:

Address:



Telephone number:

Other services/professionals involved with me – eg social workers, nurses etc:

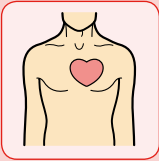


Allergies:

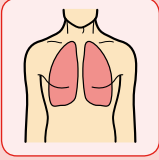


Medical interventions – how to take my blood, give injections, BP, etc:

Things you must know about me



Heart / breathing problems:



Risk of choking (eating, drinking and swallowing problems):

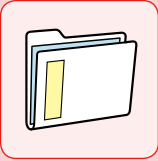
Please bring in any eating and drinking guidelines you might have.



Current medication (please refer to the most recent prescriptions):

**How I take my medication
(whole tablets, crushed, injections, injections, syrup):**

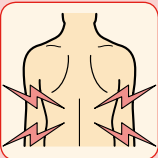
Things you must know about me



My medical history and treatment plan:



What to do if I am anxious:



How you know I am in pain:

Things that are important to me



Personal care (dressing, washing, etc):



How I eat (food cut up, pureed, risk of choking, help I need with eating):

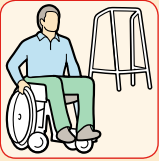


How I drink (drink small amounts, thickened fluids, help I need with drinking):



How I use the toilet (continence aids, help to get to toilet):

Things that are important to me



Moving around (posture in bed, walking aids, use of hoist):



Sleeping (sleep pattern/routine):



How I keep safe (bed rails, support with challenging behaviour):

My likes and dislikes

Likes:

for example – what makes me happy, things I like to do, such as watching TV, reading, music, routines.

Dislikes:

for example – don't shout, food I don't like, physical touch.

Things I like

Please do this:



Things I don't like

Don't do this:



Notes

You can add any other information you think we need to know, it might include:

- What help your family member or carer may want to give when in hospital (Help eating, drinking, personal care, stay overnight)
- Any other reasonable adjustments to care that we may need to make you ensure you are safe and get the best care.
- More information on how we support you if there are behaviours that are challenging

This passport was completed by:

Date:

Reasonable Adjustments

Reasonable adjustments are often unique to the individual but these are some that are common to most:

Communication

- Use short sentences – simple language – pictures - to help make yourself understood – recheck the person is understanding – e.g. “Can you tell me what I have just said so I know I have explained it properly”
- Give more time to explain and make sure that the person has understood
- Give Easy Read information on investigations where possible eg x rays/scans
- If the family member/carer is unable to contribute to an assessment, contact should be made with other agencies involved eg. The local Learning Disability Team and/or GP (LD team numbers below)
- Ensure that all staff who come into contact with this patient are aware of the patients Hospital Passport – this will give us information on the unique reasonable adjustments we might need to make.

Carers

- Use parents and carers well known to the individual as partners in care (they are the often the expert on the person)
- Consider carers needs: in discussing carer involvement, any level of support they may be able to offer should be discussed and negotiated and included in any care plan. Remember we have Sleeper Chairs for overnight stays (RLFH NGH and Whipps x).

Challenging behaviour/ Mental Health/Psychological and Emotional Needs

- If the person has challenging behaviour or is unable to engage with care ask the family/ carer their views on how best to help
- Where assessment identifies need for additional resources under the Close Observation Policy please adhere to this – additional support if necessary may in some circumstances be provided by own paid carer that is known to the individual
- If the patient is becoming anxious and carers report that they generally cannot cope with waiting, can the person be seen sooner to ensure safety, and maintain the ability to treat
- Use topical anaesthesia for taking blood.

Information for staff

Further help information and advice is available from the Lead Nurse for Learning Disabilities on **0207 377 7000** ext **46928** (Mon- Fri 9-5 excluding bank holidays) or contact the local Community Learning Disabilities Service (Numbers below)

This passport has been developed within Barts Health NHS Trust and North East London NHS Trust but please feel free to use it for patients from other boroughs. The contact details for local Community Learning Disability Service are:

- **Barking and Dagenham**
Tel 020 8227 5432
- **Hackney**
Tel 020 8356 7444
- **Haringey Partnership**
Tel 020 8489 1384
- **Havering**
Tel: 01708 433446
- **Newham**
Tel 020 8250 7500
Tel 020 8430 2000
press option 8
- **Redbridge**
Tel 020 8708 7018
- **Tower Hamlets**
Tel: 020 8121 4444
- **Waltham Forest**
Tel 020 8521 0337
- **Westminster**
Tel 020 7641 7411

Useful websites:

www.easyhealth.org.uk

www.intellectualdisability.info

www.mencap.org.uk/gettingitright

Barts Health are signed to Getting it Right Charter

Information for patients

Further information is available from Patient Experience, including Patient Advice and Liaison Service (PALS), who offer a free confidential service for patients, their families and carers.

The service is available Monday to Friday 9.30-4.30.

You can speak either via the telephone or request an appointment for a face to face meeting by calling 020 359 42040

You can email them on pals@bartshealth.nhs.uk

You can also contact the Lead nurse for Learning Disabilities on **020 7377 7000** ext **46928** (Monday - Friday 9-5 excluding bank holidays)

This Hospital Passport was developed by Barts Health NHS Trust and is based on original work by St George's Healthcare NHS Trust.