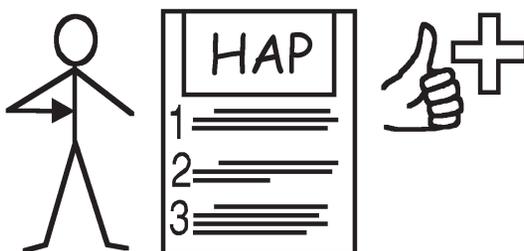


Guidance notes for completing the Personal Health File (May 2008)



Good health is important to everyone including people with learning disabilities. The Government says in `Valuing People NOW` 2008 that every person with a learning disability should be offered a health action plan and family doctors should know all their patients who have a learning disability.

A small working party including service users and health and social care professionals got together to review the existing health action planning document promoted within Nottingham City, Nottinghamshire and the Bassetlaw Area. The tool has been updated in order to reflect the changes and developments within health action planning. We are calling this the Personal Health File.

How to use the personal health file

The Personal health file (health action plan) is about the person with a learning disability making choices about keeping healthy and well. It should say what they already do to stay healthy and well and what else they need to do to improve their health.

The file belongs to the individual and they can choose who sees it and what goes in it. The individual may need help to complete the file this person would be called their 'Health Supporter' or 'Health Facilitator'

The supporter needs to understand the health needs of the individual and assist them to get the services they need.

These guidance notes have been produced to help the individual and their supporter to complete their personal health file.

The file is set into sections, which look at a different part of your health.

The file needs to be kept up to date like a diary and kept private and safe. The file needs to be taken with the person when they attend for their health appointments.

Some of the pages will not be relevant to the individual e.g. the Men's or Women's health sections; they can be removed. You might want to keep the unused pages, just in case you need them in the future.

These guidance notes will show you what sections are available. If, in the future, you cannot find anything you want, you can download the whole personal health file from the Nottingham City Partnership Board website: www.nottinghamcitythewayforward.net

Or the Nottinghamshire County Partnership Board

<http://www.nottinghamshirelearningdisabilitypartnershipboard.org/>

We want people to make their file as person-centred as they can. Because the pages are in a ring binder, you can put the file in any order you want and add or remove any pages you want. You could even buy some A5 dividers to organise your file in your own way.

Some pages, like the "My Tablets and Medicines" and the "My Weight, Blood Pressure and BMI" pages already have a continuation sheet that you can copy if you need to add more entries. There are also some general continuation sheets at the end of the document. One is for general information and the other is for appointments.

Personal health files and health checks link together the person, the services and the support they need to be healthy. You can have training to help you understand about health checks, personal health files and health facilitation.



About Me

Feel free to complete the information that you feel comfortable to share with others.



My Communication

Consider how the person communicates - verbal speech. Makaton, BSL, using odd words, signs and symbols, objects of reference, gestures, sounds, pointing - think about tone of voice, body language, facial expressions and any key words used etc

Also consider how best to encourage the person to communicate with you (See also the section "What I do When I'm Not Well Or In Pain").



Other information about me and how best to support me

Include any additional information that helps to support the individual that you feel is important to be included. You could include in this section information about particular behaviours/ obsessions that may impact on the persons health. Consider consent issues.



Who helps me with my health plan?

This is for the person who is going to be the individual's health supporter/ facilitator the person who knows the individual best.

Only complete the information you feel comfortable sharing and ensure that you have checked that the person is happy to have their details included in the health file.



Care co-ordinator

This page is for completing if the individual has a care co-ordinator.



My Health Action Plan

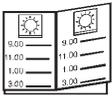
This is probably the most important part of the plan.

This is where the supporter needs to record any identified health needs and what action needs to be taken and who is going to support the individual to meet those needs. It may be a different person depending on what the need is: - e.g. it might be a different person who takes you to have your teeth checked than who takes you to the G.P. It is important to keep a check on the action plan and record when/how the health needs are being met.



When was the last time my plan was checked?

To enable at a glance to see when the plan was last checked/actioned.



Appointments diary

At a glance the chance to see what appointments the individual has for the year - a quick reference or reminder.



Lifestyle

This section looks at promoting health and wellbeing and includes areas like smoking, exercise and recreational drug use.



N.B.



- Issues around prescribed medication are recorded in the "My Tablets and Medicines" section).



- Diet issues are dealt with in the Eating and drinking section.

This enables the individual to think about their lifestyle and how this affects their health.

Lifestyle (continued)

If an area is identified that someone wants support with for example - to stop smoking - this can then be highlighted in the health action plan section.

Consider promoting a balanced diet and encourage health initiatives like eating five fruit and veg a day.

Also consider safe alcohol limits - 3-4 units of alcohol a day for men 2-3 units of alcohol per day for women for example:

- a glass of wine(175ml) is equivalent to 2.1 units (Remember a large glass of wine is 250mls.)
- a pint of lager or beer is 2.3 units
- an Alco pop (275ml) is 1.4 units

The recommended weekly alcohol allowance is 14 units for women and 21 units for men.



My weight, blood pressure and BMI

The individual's own record of their physical health.



To be completed whenever these checks are undertaken - this may be at the G.P. surgery when having a health check up, but may also be used at other times.



What I do when I'm not well or in pain

Record any information that relates to when the individual is unwell or suffering pain. You could include any behavioural changes or any information to comfort the person when they are in pain.





My Tablets and Medicines

In these sections you need to include the name of the medications and an explanation as to why the medication is needed. This is the place to record contraception and hormonal treatments if appropriate.

Include any information about what support is required when taking medicines.

What happens if medication is not taken.

How the medication makes the individual feel.

Consider the person's attitude to the medication and also any possible side effects they might experience.

You may find it useful to place an up to date prescription sheet here.



Allergies

Include any allergic reactions to any medications.

Also include any food and other allergies e.g. pet hair, bee stings etc.



Blood tests

This may include tests related to a specific condition or monitoring of medications etc...

This gives you the opportunity to complete why a blood test has been taken and record the results.



Other tests

Include in this section any other tests or examinations that the individual may be having e.g. x- rays.



Eating and Drinking

This section is for the individual to record any information that is important for them around their eating and drinking for example - a soft diet, low sugar diet, peg feed, thickened drinks, specific diet etc...



You may want to include information about likes and dislikes in this section. You may find nutritional guidelines useful for this section. (see useful websites)



How I get around

Include any information about mobility needs. Any equipment for example walking frame, wheelchair, crutches, splints and additional support needs.



You could include transport requirements here also. For example does the individual travel independently on the bus or do they need support.



Continence

Include any information about continence support.

This may be around continence wear. Any support around toileting and bowels.

Also any appointments relating to continence support can be recorded here.



Epilepsy

Include information related to the individual's epilepsy, you may want to include a description of seizures and what support is required. Any appointments related to epilepsy can be recorded. It is important to remember to have regular epilepsy reviews

There is a space to record the names of anyone involved in supporting someone with their epilepsy

If this page is not relevant to the individual you support, it can be removed.



Diabetes

A page specific to diabetes care. Include only if this is specific to the individual - e.g. Type 1 (insulin controlled) or Type 2 diabetes (diet controlled).

Record any additional appointments specific to the condition.

If this does not relate to the individual then remove from the health file.



Eyes and Eyesight

Record any information that is relevant to the individual around eye care. Consider if the individual wears glasses or contact lenses, is partially sighted or refuses to wear spectacles etc...

A record of eye checks and results can be included.



Ears and Hearing

Consider the individual's hearing, e.g. hearing aids (and possible refusal to wear them), wax treatment and any other information that might support the individual with their hearing and communication needs.



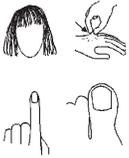
Teeth

Consider the individual's dental treatment, any dentures, problems with mouth or gums, fears, oral hygiene or additional support as required.



Feet

Consider any concerns around footcare e.g. shape of feet, pain in feet, podiatrist/chiropractic treatments and equipment or special footwear (orthotics) etc...



Hair, skin and Nails

Include any support needs around nail care - consider shape, cutting/filing nails and any additional support needed. Consider the personal care MOT. Consider condition of skin, skin treatments, or moisturisers etc...



My body pages

These pages can be used to record specific health problems like bruises, rashes or pain. The individual might want to use them as an aid by pointing to an area in the picture to indicate a problem area/pain.



General health

Include any general health information, information about the individual's G.P. Record of visits - include health check and what happened at the visit.

Other health issues

A record of any other health needs / appointments that are specific to the individual. This may include information around a specific condition e.g. Down's Syndrome or asthma.



Mental health and wellbeing

An open section to consider the individual's mental health and wellbeing. You might want to think about if there are any changes in the individual's life that may have had led to a change in their behaviour for example a death or major life event - consider how the person may present. Any changes in behaviour, mood, withdrawal, crying, short-term memory, energy levels, eating habits, sleep disturbances, and are they showing signs of increased anxiety or panic.



Contraception and Sexual Health

Include any information / advice around sexual health and contraception.



Women's Health / Screening

You need to include support required around breast screening, cervical screening and related appointments.

All women aged between 50 and 70 who are registered with a G.P. will be invited for breast screening every 3 years. At 70 you will not be automatically invited for screening, but are still encouraged to request an appointment every 3 years.

If there is a history of breast cancer in the family, women are encouraged to seek advice from the G.P. about attending for early screening.

Cervical screening - the test is offered to all women aged between 25 and 64 years of age.

You will be asked every 3 years from the age of 25 to 49. Between the ages of 49 to 64 you will be asked every 5 years.



Men's Health

Consider men's health and any support required around testicular and prostate awareness - lumps, swellings, difficulty urinating etc... Consider 'Well Men' checks and any additional information and advice that might be required to support the individual.



Bowel Screening

For both men and women aged between 60 and 69 years screening will take place every 2 years.

A test kit and step by step instructions will be sent out to eligible participants.

After the age of 70 people are not routinely screened, but can request a screening kit to be sent to them.

Please be aware that the law requires you to have the consent of the person for whom you are completing the Personal Health File and Plan. If you are unclear about consent and where the law stands regarding individuals who are unable to give clear consent, further guidance can be found on the internet as listed in the Useful Websites Section at the back of this booklet.

Evaluation

Please complete the yellow evaluation form and post to the address enclosed. It is really important that the Evaluation form is completed. It will help us to improve the document in the future. We would be interested to hear if you think anything is missing e.g. End of life planning etc...

Symbol Stickers

You may wish to use extra symbols in the file to accompany the words. Sheets of symbols can be printed onto labels or paper and stuck into the individual's file. You may want to use them on the health action plan page, the appointments page, or elsewhere within the file to aid the individual's understanding.

Special thanks to the HAP Development Group, who assisted in putting together both the personal health file and guidance notes

Useful Website Addresses

The Valuing People Support Team website:

<http://valuingpeople.gov.uk>

You can view the Valuing People NOW document at:

<http://valuingpeople.gov.uk/echo/filedownload.jsp?action=dFile&key=1841>

A website that offers clear information and leaflets about areas of health can be found at: <http://www.easyhealth.org.uk>

Important Guidance

Basic Care MOT - Developed by Nottinghamshire Healthcare NHS Trust- refer to the mot checklist to support your health action plan It can be downloaded from:

<http://www.nottinghamshire.gov.uk/basicpersonalcaremot.pdf>

Mental Capacity Act 2005

How recent changes to the law effect people who need to make decisions on behalf of people with learning disabilities.

Government guidance can be found at:

<http://www.publicguardian.gov.uk>

Capacity to Consent

Government information regarding mental capacity, decision making and 'best interests' and what to do if someone is unable to give informed consent can be found at:

<http://www.dhsspsni.gov.uk/consent-guidepart4.pdf>

Nutritional guidance - the Eatwell plate

<http://www.food.gov.uk/healthiereating/eatwellplate/>

Drugs and Alcohol

Nottingham City DAAT

http://www.nottinghamcity.gov.uk/coun/department/social_services/drugaction/default.asp

Nottinghamshire County DAAT

www.nottscountydaat.co.uk/

Other helpful contacts:

FRANK

If you'd like friendly, helpful advice about how drugs can affect you, or if you or someone you care about has a drug problem, call 0800 77 66 00 or visit www.talktofrank.com

Smoking

Services in Nottingham and Nottinghamshire offering advice on stopping smoking:

Bassetlaw Stop Smoking Service

0800 328 8553

New Leaf North Notts

01636 670630 (covers Newark and Sherwood, Mansfield and Ashfield)

New Leaf

0115 934 9526 (covers Greater Nottinghamshire - Nottingham City, Gedling, Rushcliffe, Broxtowe and Hucknall)

Useful Terms

Physical Health Check

This is a health check carried out by the GP or practice nurse. The physical health check should show you how healthy you are and consists of:

- Blood pressure
- Weight
- Height
- BMI
- Urinalysis

The health professional should be able to offer advice about health promotion and screening.

This gives the person the chance to ask questions to discuss any concerns about their health.

Health Check

A specific health tool, used in supporting people with learning disabilities. A health professional should complete the Health Check: it helps to identify any support the person requires and any unmet health needs. The results and recommendations from the health check should then help the Health Facilitator to make the file and plan person centred.

Health Facilitator / Supporter

The person with a learning disability can choose a person to help them maintain their health and get their health needs addressed. This person can be a parent, carer, learning disability professional, supporter or friend. The most important thing is that they know and understand the health needs of the person.

Personal Health File

A personal health file is about what a person with a learning disability can do to be healthy. It is often called a health action plan.

Evaluation

We want to know what you think about the personal health file and Health Action Plan. There is an evaluation sheet included.

If you live in Nottinghamshire (Broxtowe, Gedling, Rushcliffe, Hucknall, Mansfield & Ashfield, Newark and Sherwood) send it to:

David Levell

Nottinghamshire County Teaching PCT

Birch House

Ransom Wood Business Park

Southwell Road West

Rainworth

Mansfield

Nottinghamshire

NG21 OHJ

If you live in Nottingham City send it to:

Claire Holland

Nottingham City PCT

1 Standard Court

Park Row

Nottingham

Nottinghamshire,

NG1 6GN

If you live in Bassetlaw send it to:

Sue Gill

Bassetlaw PCT

Retford Hospital

North Road

Retford

Nottinghamshire

DN 22 7XF