

Information for people with learning disabilities and their carers



We know that people with a learning disability do not always receive good health services.

The *Purple Folder* helps health care professionals get the right health information about you. It will help to improve your health care and keep you informed about your health.

You should always ask people to explain if they say or show you something you do not understand.

Ask for your Health Action Plan (HAP) to be completed every time you meet with a health professional.

Contact your local Community Learning Disability Team to ask for replacement sheets (see contact details at the end of this folder). You will need to tell the person the heading or title of the page you need.

It is up to each person with a learning disability to decide if they want to use the *Purple Folder*. Where it has been assessed that a person lacks the necessary mental capacity to make this decision a best interest decision will need to be taken and recorded to show that it is in the individual's best interest to complete the *Purple Folder*. This decision should be recorded in the involvement checklist section at the end of this folder. The *Purple Folder* will be completed and shared with health professionals only as necessary. The 'Involvement Checklist' at the back of the folder needs to be completed in all Purple Folders and reviewed at least annually.

Everybody who chooses to use the *Purple Folder* should complete it with the help of a carer, professional or trusted friend. It is very important that the information in the *Purple Folder* is correct to help get the best health care for you.

Please take your *Purple Folder* to any health appointments so that information in it can be shared.

It is very important that the *Purple Folder* is kept in a safe place.

If you live on your own or with an unpaid carer it is a good idea to always keep your *Purple Folder* in the same place - for instance under your bed or in your wardrobe.

Paid carers:

It is part of your responsibility to advocate for the person you are supporting and as such you will need to encourage reference to the *Purple Folder* and completion by health professionals.

A separate record of any health consultation needs to be kept in accordance with your employers recording policies. Records should make reference to completion of the *Purple folder*.

Storage:

In Adult Care Services or Adult Care commissioned services, the Purple Folder needs to be securely stored. If the *Purple Folder* is lost, staff will activate the appropriate procedure relating to mislaid documentation. The local Community Learning Disability Team must also be informed (see contact details at the end of this folder).

Information for Health Professionals

The information within the *Purple Folder* is designed to help you to deliver person centred care. It contains information that will be needed for treatment plans and for risk assessments.

The information in the Purple Folder may not have been completed by a medically qualified professional. Care should be taken to identify who has helped the person with learning disabilities (the patient) to complete each of the sections and to make sure the information contained is cross referenced with the patient's current medical records.

- People with a learning disability will have difficulty in understanding complex information and may have difficulty with recall.
- You should always verify relevant information with the person with learning disability and any accompanying carer.
- Should in-patient care be required, it is important that the *Purple Folder* is used with the patient and carer and highlighted at handovers and between department visits.

The Health Action Plan (HAP)

The health professional has the responsibility of explaining any treatment plans and outcomes to individuals/ carers. Within the *Purple Folder* is the Health Action Plan (HAP) - which is used to provide an overview of the current treatment and proposed follow-up care.

- Health professionals across the NHS (primary, secondary and tertiary care) have responsibility for completion of the HAP at each consultation
- At the time of discharge from in-patient care, the hospital staff will have the responsibility of ensuring that the HAP has been discussed with the patient/carers and legibly completed. A discharge summary needs to be provided, discussed and stored within the 'Discharge Summary' section of the *Purple Folder*. NHS care notes need to reflect these actions.

The *Purple Folder* belongs to the person with a learning disability/carers. It contains important personal information. It is the responsibility of the NHS provider to ensure the *Purple Folder* is used, safely stored in accordance with hospital policy and appropriately completed with a record contained with the NHS patient notes.

In the event of the *Purple Folder* becoming mislaid within an NHS setting activation of relevant 'mislaid document policy' needs to occur with a record kept in the patient's NHS notes. The local Community Learning Disability Team should also be notified (see contact details at the end of this folder).