

Guidance and tips for using the Purple Folder

This document must be read in conjunction with the guidance contained within the Purple Folder.

The Purple Folder provides health professionals with a holistic overview of the

- Person's health
- Health professionals interventions
- The reasonable adjustments that need to be made and
- The level of support the person needs when accessing healthcare services.

The Purple Folder contains important personal information; it is a confidential document and belongs to the person with a learning disability.

1. Emergency Grab Sheet;

This section should contain 3 pages [with red edges] If you have a one page version request additional pages – [Info on website www.hertfordshire.gov.uk/ldmyhealth] This section contains information that alerts health professionals to any known risk factors.

If, for example the risk is around behaviour the appropriate box should be ticked and a note made to refer to the corresponding pages in the Health Overview section which has additional space to write in more detail.

Make sure the 'my signs of being unwell or in pain' section is completed and shown to health professionals to aid decision making processes about when and how to provide treatment to someone.

It is important to review the emergency grab sheet with involved health professionals at least once a year or if/when the persons needs change to ensure that risks are identified and details of how these are managed are correct and up to date.

2. Annual Health Check:

Complete the Annual Health easyread Check Checklist and the Carer Preparation Tool in consultation with the person and people who know them well at least two weeks before the annual health check appointment. This will ensure that nothing has been missed, in terms of changes to the person's health or new symptoms which may have been noticed but not communicated/documented.

These documents contain information on all of the health areas that should be discussed at the annual health check. Use this to ensure all areas are discussed.

At the end of an annual health check you should be given a health check action plan – place this in the purple folder and ensure all the actions are carried out / followed up on.

3. Health Appointment Record :

No one other than a health professional can write in this section; it is a legal document.

The health professional should be asked to write a VERY brief synopsis of the appointment and actions. This is NOT a record for carers of the full details.

The purpose of this is so that health professionals can read and have an overview of all health interventions the person may be receiving in order to aid diagnostic decisions by looking holistically at their health.

It is important that the pages in this section remain in chronological order so that health professionals can look back at previous health interventions.

Additional yellow pages can be obtained by phoning 01438 843848.

If a health professional refuses to write in this section please inform the Purple Star Strategy Team on 01438 844681.

4. Health Overview:

When completing this section it is important to consider the differences between the person's abilities when physically fit as opposed to when they are unwell. For example if a person can feed themselves consider the steps/prompts needed to enable this i.e. positioning, cutlery, food consistency etc. Compare these to the steps needed should the person be bedbound or in hospital supported by unfamiliar staff. Document the different approaches that would be needed to ensure the person maintains adequate nutritional intake.

Ensure that the names and contact details of key professionals are documented. They may need to be contacted especially if mental capacity/best interest's decisions need to be made.

5. Discharge Summaries:

If the person or their carer is not given a discharge summary it is important to ask for one before the person is discharged from hospital. The hospital should complete the easyread hospital discharge booklet which gives you a summary of treatment given, any medication changes and follow up treatment / appointments to be expected.

The GP should be sent a copy of the discharge summary but there may be a delay in receiving this. You may need to give the GP a copy of the summary especially if the GP needs to provide follow up treatment or prescribe new medication.

It is important to store the Purple Folder in a safe place which care workers have ready access to.

It is important to keep the Purple Folder tidy and up to date.

Ensure that all pages have the person's name written on them to prevent them from getting lost should they fall out of the folder.

Do not use the folder to file old health care information. This should be filed in the person's individual health file.

Do not put any health information in the folder other than indicated as this will distract from the basic core information needed by health professionals.

The Purple Folder must be reviewed at least annually or as and when health needs change.

If the Purple Folder is lost it should be reported and treated as a data protection breach.

All info on help with health for people with a Learning Disability can be found at WWW.HERTFORDSHIRE.GOV.UK/LDMYHEALTH