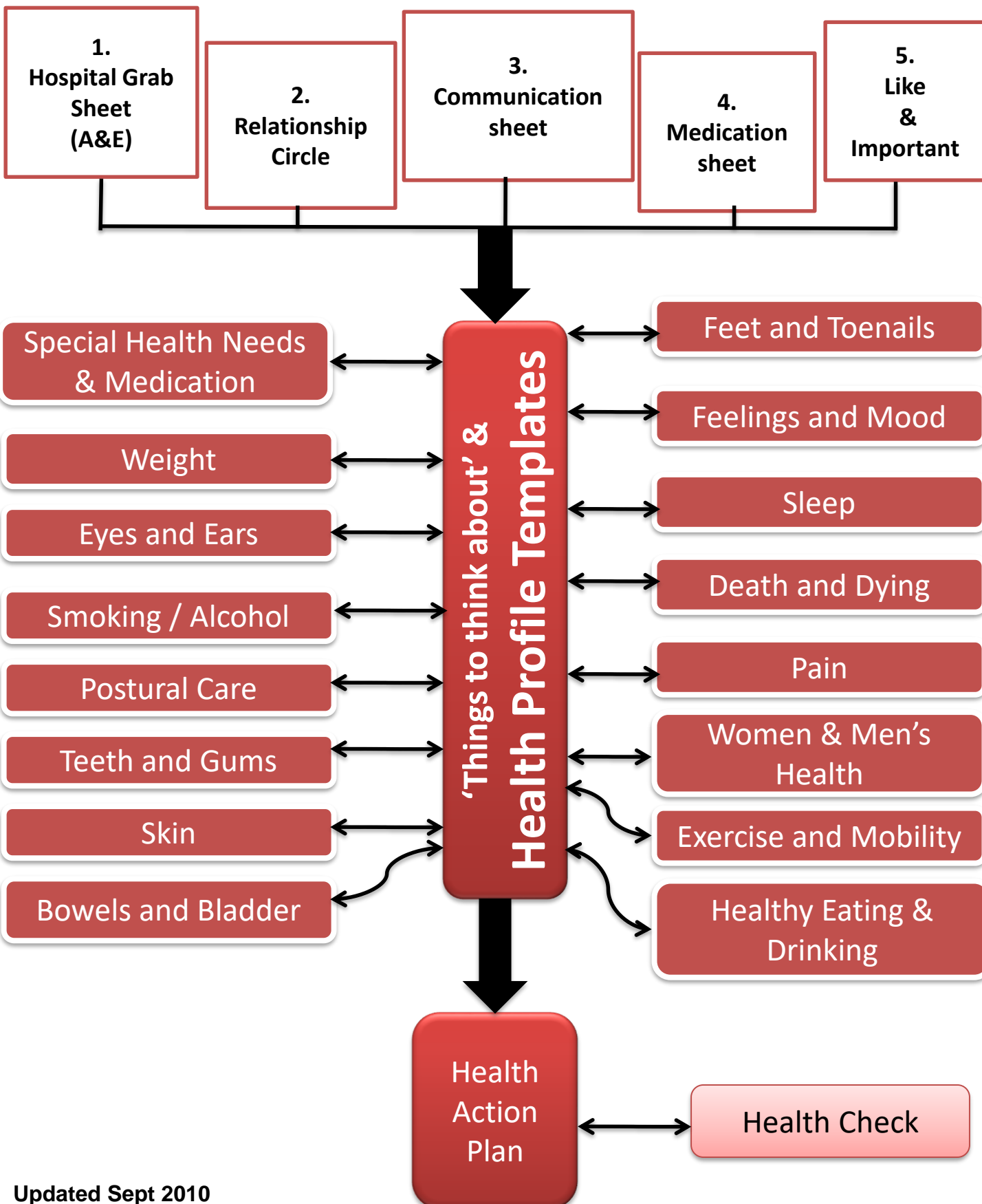


# Health Action Plans

All Health Action Plans to have the following 5 templates completed:



# Guidance Notes

## **Template 1: Hospital Grabsheet (A&E)**

The Hospital Grabsheet is a summary of the most important information about the person that a health professional would need to know in an emergency. This template should be filled in and kept up to date. In an emergency, or when attending an outpatients appointment, the completed template should be given to the medical staff (this includes Ambulance staff, A&E staff, doctors and nurses). If you have developed your own version of this template you can use your template instead. If possible print this template on green paper so that it stands out in an emergency.

## **Template 2: Relationship Circle**

Use this template to identify who is important to the person and who is involved in their care. Using this tool can help to show who the person may want to involve in discussions about their health and who may need to have a copy of certain parts of their health action plan.

## **Template 3: Communication Sheet**

This tool should be used to record how a person communicates and when to give the person information. It should include any key information to help a health professional to communicate with the person, like how the person says hello, how they make decisions and about their likes, and dislikes. This information can be a summary of the persons communication passport. The communication sheet should be used to help you decide how to involve the person in developing their health action plan and should be shown to health professionals to help them understand how to communicate and involve the person in any health appointment, this will also help when assessing someone's capacity to make their own decisions.

### **Template 4: Medication Sheet**

Use this template to keep a record of the persons current medication and how the person prefers to take it. You can also add details of any medication the person is allergic to and any other relevant information such as, medication they have been prescribed in the past that was stopped because of the side effects, or if the person takes any over the counter medication for coughs and colds etc.

### **Template 5: Like and Important**

This template should be used to record the things the person likes and the things that are important to the person, e.g. I like shopping, Take That, bright colours and my family. You can draw or stick things on the page. This is a good way to involve the person and the information on this page may come in helpful when you are helping the person to think about their specific health needs.

## **Developing the Health Action Plan**

Once you have completed the 5 templates you can now move onto develop the health action plan.

### **Which health need should I start with?**

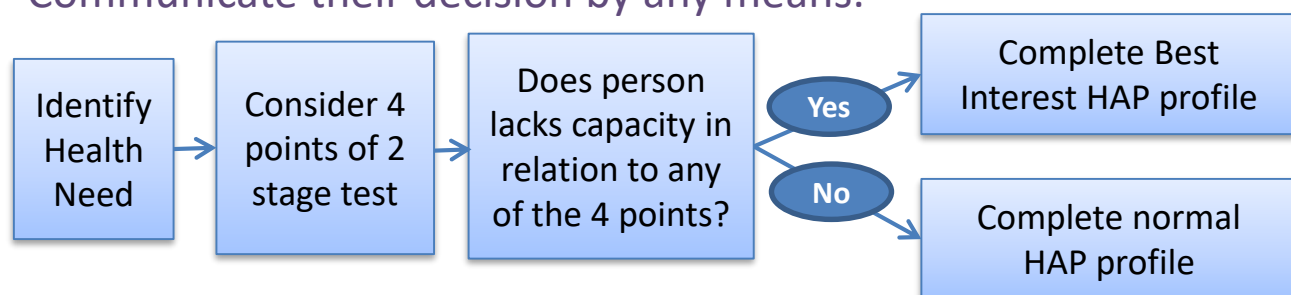
To start developing the health action plan, you need to help the person to decide which health need they want to think about first. If the person has an 'urgent' health problem that needs to be sorted out or an ongoing problem, for example uncontrolled diabetes or poor eye sight, then you would start with this problem first. If they do not have any 'urgent' or ongoing health problems, then they can start with which ever health need they choose. To help you there is a list of 'things to think about'.

## Which Health Action Plan Profile Template should I use?

Once you have decided which health need to start with, you then need to help the person to think about the health need. You need to do this in a way that they can understand, using their method of communication.

You will need to think about if the person has got capacity to make their own decisions regarding the health need that you are working on. The '2 stage test' in the Mental Capacity Act says that a person must be able to do the following things:

- Understand the information about the decision
- Retain the information (this does not have to be for a long time)
- Use and weigh up the information
- Communicate their decision by any means.



If the person you are planning with can not do any one of these things, it means that they lack capacity. This means you would need to do this part of their health action plan in their best interests. It does not necessarily mean the whole plan will be in their best interests

You will need to consider the persons capacity for every health need that you plan for; some people may lack capacity for some things and not others. With this in mind, some people may have some best interest parts to their plan and some parts they have been fully involved in.

## **Completing a normal Health Action Plan Profile Template**

With the person help them to think about what things they do well relating to the health need, what things are important to and for them, what things they want to try or need to do to stay healthy, and how best to support them. There is a separate guidance sheet to help you fill out these headings.

## **Completing a Best Interest Health Action Plan Profile Template**

If the person has not got capacity to make decisions in the area of health you are working on, you would need to involve the appropriate people who know the person best (using the circle of support. To complete the best interest part of the plan you and the circle of support will need to think about the things that are important to/for the person, who is or needs to be involved in their care, how best to support and involve the person in their care and if there are any new actions.

## **When does the plan need to be reviewed and who needs to see it?**

When you have finished thinking about the health need you will need to set regular dates to review the health profile, we would recommend reviewing each profile at least every 6 weeks, and in some cases it may need to be more often.

You will also need to think about who needs to see the plan or parts of the plan. It is a good idea to share the plan with anyone who will be involved in helping to make sure the things in the plan happen, like family, professionals or people in the services the person uses. Remember, if the person has capacity they person must agree to the plan being shared or the relevant part. Not everyone needs to see everything.

If the person has an appointment with a health professional and they have a profile that relates to that professional, you should take the profile to the appointment and record any key actions from the appointment e.g. if the person has an opticians appointment, you would take the eye health profile to the appointment.

### **What happens if the persons health needs change?**

Using the health action plan profile template means that if the persons health needs change or the person changes their mind about anything recorded on the profile; it can be easily changed and updated to reflect their current needs. It is important to remember that someone's capacity can change, so you should review a persons capacity whenever their needs change.

### **What if the person needs an intervention or investigation relating to the health need?**

If the person requires an intervention or investigation relating to a health matter, like a cervical screen or dental treatment, the person doing either the intervention or investigation will have to undertake a full assessment of their capacity. Before you go to the appointment it would be good practice for you to have already done some work with the person in a way they understand, to help them to make their own decision. You could record what things you have done to help the person to understand and you could give the professional a copy of the person's communication sheet.

### **What about making the plan accessible?**

Once you have completed a health profile you will know what the person is doing already, what new things they want to try and what support they need relating to that health need. If the person doesn't understand the health profile template you can then take these key actions and make them accessible to the person.

The communication sheet and likes dislikes sheet should be used to help you decide how best to provide this information, e.g. photos and bright colours.

## **What should I do once I've completed a Health Action Plan Profile Template?**

Once you have filled out a health action plan profile template and you have made it accessible to the person, you should then go back to the list of 'things to think about' and help the person to pick another health need. You will need to re assess the persons capacity for each health need. Over time you should begin to build a collection of health action plan profiles covering each of the health needs in the list of 'things to think about'- this will then become the persons 'Health Action Plan'. You may decide to keep the completed health profile templates and 5 core templates together in a folder. As long as the actions from each health profile have been made accessible to the person this would be appropriate.

## **What happens when the person goes for a health check?**

When the person attends a health check appointment at their doctors you should take any profiles which are appropriate to share with the doctor/nurse. Following the health check appointment you may be given a basic health action plan document by the GP or nurse. You can use this to help you to review any actions in the health profiles and you could keep the basic health action plan as a record of their health check.



The 2 most important things about a health action plan are that the process is person centred and that the person's health is either improved or maintained. A health action belongs to the person it does not belong to the service.

### **What if the person I support has already got a health action plan?**

If the person already has a health action plan that they understand and that is regularly reviewed and updated, then you do not have to use these templates. However, we would recommend you make sure the person has a Hospital Grabsheet completed in case of an emergency.

## **Need some help or advice? Contact the Primary Care Liaison Team**

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