





# Accident and Emergency Grab Sheet

## Good Practice Guidance

Attach  
Photograph  
Here

<b>Accident &amp; Emergency Grab Sheet</b> Please Keep Updated in Case of Emergency Admission to Hospital		
Full name: Preferred Name: Date of Birth: Address: Tel no: Emergency contact: Relationship to person: Contact No:	GP Name: GP Address:  GP Tel No:	Other (Relevant/ Next of kin if different from emergency contact):
Medical History/ Pre-existing medical conditions (e.g. Epilepsy, Diabetes, high blood pressure) If epilepsy, describe type of seizure:  I have a diagnosis of...	Regular medication: Is the person on regular medication? Y / N  If yes, take along medicine profile/ MAR chart  How medication is taken:	
Things that make me anxious, (e.g. needles, BP cuff, white coats, noise):	How to help me feel safe and calm about my anxieties:	
Known allergies (including medication):		
Mental Capacity (please state if you are already aware of areas where the person will need support in decision making, or if a DNACPR/ADRT is already in place).		

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### What is an Accident and Emergency Grab Sheet?

An Accident and Emergency Grab Sheet is a document that captures information that is vital to know about a person's health. It enables you to handover vital information quickly and clearly, and feel confident that nothing important is missed during an emergency situation. It allows you to make sure, that if a person supported is rushed to hospital, you will feel confident that Health Professionals, paramedics and/or others have a good understanding of what is important in regards to the person's health.

In an emergency it is vital that Health Professionals are given and staff should support in clarifying any information that they might need. The Accident and Emergency Grab Sheet is wherever the Front Line Manager thinks makes most sense in a service (this might be a person's Health File, or at the front of a Support Plan). Ultimately, everyone on shift needs to know where it is and how to access it quickly in an emergency. From a good practice perspective, to keep the document strong, we suggest laminating it, or putting it into a poly-pocket.

This document is replacing MacIntyre's 'My Hospital Passport'. Sadly, hospitals are too stretched and short staffed to read 9 pages of a Health Passport, however if your local authority provide you with a Hospital Passport then you can use both. We have got the key information into one double side of A4. The Health Team are working on creating an Easy Read equivalent, so that a person supported can access this document.

### Who should have an Accident and Emergency Grab Sheet?

It is good practice to have this document in place for everyone that you support, as it helps the person to receive the best support from Health Professionals. It also enables them to have a good snapshot of important things such as how a person communicates, likes and dislikes, and medical history.

Please ensure that a copy of this document is provided to the day service that the person supported attends, so if an emergency occurs it can be taken with the person to the hospital. It should also be taken when out activities outside the home, so that it is to hand in any emergency situation.

### How does an Accident and Emergency Grab Sheet fit with MacIntyre DNA and Promises?

The Accident and Emergency Grab Sheet links to the MacIntyre Promises as we are ensuring other Professionals are able to get to know the person and what is important to them in a short space of time during an emergency situation. In addition it also means that people are able to remain safe, as this form will state important information such as: allergies to medication and other key information.

#### The Accident and Emergency Grab Sheet links to the following promises most:

- To support me to feel good about myself and to keep myself safe and healthy
- To always listen
- To get to know me and what is important to me
- To involve me in getting new staff, get my support rights and let me know if there are any changes

For example, the promise, 'to get to know me and what is important to me' - the Accident and Emergency grab sheet will help a Health Professional to have a understanding of providing the right person centred support which will lead to the person feeling included and reassured that information is being shared.

### Who completes a person's Accident and Emergency Grab Sheet?

If the person you support can complete the document or at least provide parts of the information, then make sure the persons involved in the process as much as possible, in a way that makes sense to the person. Make sure that the information is shared with all of the staff that supports the person, so they are aware that this information is there.

### How often should a person's Accident and Emergency Grab Sheet be reviewed?

We advise that the Accident and Emergency Grab Sheet is added to the Risk Assessment Schedule and is reviewed a minimum of every 6 months. However, it is the responsibility of the Frontline Manager to ensure that if any information does change, that this is reflected on a new Accident and Emergency Grab Sheet. Information should not be added in writing during this review, as that can be difficult to read in an emergency situation. Instead when reviewing, we advise that any new information is typed and updated on an electronic version.

Make sure you talk to the person supported if you see changes with their health. You do this so the person is involved in what is happening and are part of decisions that are being made. This approach marries up with the MacIntyre Promises.

### Why should an Accident and Emergency Grab Sheet be completed?

Having an Accident and Emergency Grab Sheet will allow Emergency services to identify key information about a person in a short space of time. Staff working with the person, might not know all the information (e.g. name of all medication currently being taken), but it is important to remember that newer members of staff or relief/agency might not know this information to hand. Also it is good practice that this information is recorded. By regularly reviewing its accuracy the Accident and Emergency grab sheet also ensures that information given to the emergency services is up to date and accurate.

Another reason to have one is it will allow a person quicker access to Primary Care Services and avoid delays in crisis; staff will not have to go looking through different files for information needed, it is all recorded on this 2 page sheet.

### An Accident and Emergency Grab Sheet will capture the below information for Emergency Services:

- A photo of the person
- Full name, preferred name
- Date of birth
- Address, telephone number
- Emergency contact/next of kin, their name and contact details
- GP name, address, telephone number
- Medical history and pre-existing medical conditions
- Regular medication and route of medication
- Things that make the person anxious
- How to help the person to feel safe and calm
- Known allergies
- Mental capacity information
- Communication information
- Social circumstances

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- Additional health needs
- Dietary needs
- Likes/ dislikes
- Any additional information
- Prompts to remember to take with you and remember (e.g. Medication Profile, MAR Chart, Communication Profile, Support Plan, PBS documents)

### Section by Section Guide to completing the 'Grab Sheet'

**Relevant Details:** Please complete the details of the person supported, their main carer, next of kin and other Professionals involved in care in the first section. This should include any community input from nurses, physiotherapists or any other teams.

**Social Circumstances:** Please indicate package of care, including times of calls, e.g. receives three times a day calls, 9am, 5pm and 10pm. Please also include how the individual accesses their building, e.g. Individual has key. Indicate here the best person/number to call if individual is in hospital and likely to be discharged.

**Medical History/ Pre-existing medical conditions:** Please indicate any known past medical history, like epilepsy, diabetes etc. Seizure type is useful to include but as space is limited this can be included in the health passport and indicated to on the 'grab sheet'.

**Regular Medication:** Please indicate medication taken, dose and time. Again if the space is too small, please indicate on the grab sheet the page number in the health passport that this information can be accessed. It is important this is kept up to date.

**How medication is taken:** This is particularly important to maintain consistency of care. Please include what the person prefers to call their medicine, e.g. tablet, medicine, pill etc. and how/ when they take it, e.g. after breakfast with a cup of milk.

**Things that make the person anxious:** Have you or any of the people who support the individual noticed that particular words, sounds, smells or textures make the individual anxious or upset, or lead to behaviours that appear challenging? If so, please write them clearly and how the person displays their anxieties at these times. E.g. they do not like their ears being touched.

**How to help the person feel safe and calm about their anxieties:** What things normally calm the individual if they are anxious or upset E.g. music, rubbing their hand, letting them go outside in the fresh air etc.

**Known Allergies:** Please include how the individual reacts to the allergen if known, e.g. rash, anaphylaxis etc.

**Mental Capacity:** Please include here if there is already a care plan around the individual's mental capacity regarding health related issues. If the individual has a health Power of Attorney, include their details and if a DNACPR is already in place. If there are any other areas of the individual's health that have been discussed in recent reviews, include the best person to contact regarding this, for example it is felt XXX lacks capacity in regards to medical decisions with life changing effects, therefore at a recent review we discussed their on-going swallowing problems and how we felt XXX should be supported/ treated.

**Method of Communication:** Please try and keep this short and concise, if needed please indicate the relevant page that this information is available in the Health Passport.

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**Additional Health Needs:** Please indicate if the person can only walk short distances, how far they can normally walk and if they require special shoes, splints and/or verbal guidance.

**Special dietary Needs:** Please include if the person is on thickened fluids or a pureed diet and the consistency. E.g. Stage II thickened fluids and ..... Diet; please also include any special equipment used for eating and drinking, e.g. lidded beaker, thick handled spoon.

**Keeping Safe:** Please include if the individual uses any protective gear, including helmets, and/or bed bumpers. Please also include whether the person is likely to wander off if unobserved and/or leave the area if unobserved.

### Staff responsibilities in relation to the Accident and Emergency Grab Sheet:

- To make sure that the information is current and updated
- Set a review date
- To communicate changes you see with the rest of the team
- To make sure the document is taken in emergency circumstances
- To share when you arrive at the hospital to make sure that people providing the care have a good awareness of the person they are caring for.

### Front Line Managers responsibilities in relation to the Accident and Emergency Grab Sheet:

- For their teams to be aware that the document is available and a general understanding of why you are using it
- To ensure that the document is in use for the people supported at the services.

### Health Team Responsibilities:

- To review the document to ensure it's still relevant and useful for teams
- To provide support if staff require further information
- To make sure there are good examples of this document for staff to see what 'good' can look like