Reasonable Adjustments
Additional support or reasonable adjustments that could be considered when a person with a learning disability is admitted to a Trust service:

- Ensure that appropriate recording of learning disability, and any needs highlighted, is made on JADE/RIO (patient database) immediately;
- Where applicable use the Learning Disability alert/flag to ensure that additional support required will be made available if the person comes into contact with any Trust service in future;
- Contact your local (ward/service) Learning Disability Champion / Matron for guidance and advice;
- Contact the local Learning Disability Service for support and advice (CNWL & borough);
- Spend time with the individual to gain an understanding of their preferences for treatment;
- Encourage the support and contribution of the relative/carer;
- Consider the persons physical and sensory needs;
- Consider anything that would distress the person or make things smoother;
- Consider the need for Advocacy (including IMCA – Independent Mental Capacity Advocacy);
- Any unexpected changes alert the Learning Disability team;
- Avoid bed or ward moves;
- Carefully consider day and time of discharge;
- Ensure that the local Learning Disability service has prior notice for discharge CPA meeting;
- Offer an Easy Read discharge plan;
- Enter recent contributions to the individuals Health Action Plan;
- Ensure that Pharmacy speaks to the person with their carer re discharge medication;
- Easy Read medication leaflets available to staff via internal trustnet site (Learning Disabilities Service page);
- Provide the person with an Easy Read emergency crisis card on discharge;
- Ensure 7 day follow up is carried out;
- Inform GP of the admission and progress to discharge via a discharge plan;
- Consider who else should have a copy of the discharge plan;
- Provide a named contact to avoid unnecessary anxiety and distress;
- Offer outpatient appointment letters and any information in accessible format (Easy Read, using pictures/symbols);
- Allow additional outpatient time or double appointment slots;
- Call the person the day before an appointment to remind them;
- Call them in to their appointment by their name rather than expect them to read their name on an electronic screen;
- Ask for their patient passport or Health Action Plan;
- Provide additional support to assist with communication, this support could be available via Easy Read material, audio or digital equipment (iPads);
- DON'T FORGET TO document any reasonable adjustments made in JADE/RIO which were helpful for future reference.