Reasonable Adjustment Digital Flag and Consent Form

Making small changes to help you

Easy read
Glossary

There are some **words** in this Easy Read which might be **difficult** to understand.

We have **explained** these words below.

**Reasonable Adjustments**: Small changes to make health and social care appointments easier for you.

**Health and social care services**: NHS and support services that keep you well.

**Appointment**: A meeting at a certain time.

**Patient record**: When you visit an NHS or social care service, information about you and the care you receive is saved in your patient record. Your patient record is on a computer.

**Digital**: On the computer.
What is a Reasonable Adjustment?

Sometimes it is **difficult** for people who have disabilities to use **health** and social care services.

**Small changes** can be made to **health and social care appointments**, or staying in hospital.

These small changes are called **Reasonable Adjustments**.
What is the Reasonable Adjustment Digital Flag?

The **Digital Flag** is a **note** on a patient record.

It tells staff that you have Reasonable Adjustments.

If you say “YES” your Reasonable Adjustments will be put **on the computer**.

They will be kept **safe**.

Some **health and social care** staff are allowed to read your **patient record**.

These people will read your Reasonable Adjustments.
What Reasonable Adjustments will help you?

Which Reasonable Adjustments will help you?

There are some examples on the next pages of this booklet to help you with your answers.

You can talk about Reasonable Adjustments with:

• Staff at your GP surgery
• Your family
• The people who support you
• Health and social care professionals

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Our Voice is a team of people who have Down’s syndrome
Reasonable Adjustment examples

Next there is a list of things that may help you.

Please circle the things that can help you.

Information in a different language

What language? _ _ _ _ _ _ _

Information in Large Print

Information in Easy Read
Reasonable Adjustment examples

Information in **Braille**

A **Sign Language** interpreter

A **home visit**
Reasonable Adjustment examples

Help to **check in** at my appointment

A **long** appointment

Need to be **seen quickly**
due to difficulty waiting

An appointment at a **quiet time** of day
Reasonable Adjustment examples

I need to bring someone to help me

A face-to-face appointment

An online appointment

A telephone appointment
Reasonable Adjustment examples

A phone call to remind me of my appointment

A text message to remind me of my appointment

Provide a female member of staff

Provide a male member of staff
Reasonable Adjustment examples

I need to use a ramp or lift

I need an appointment on the ground floor

Show me equipment before you use it
Reasonable Adjustment examples

I use a **wheelchair**

I use a **walking frame** or **stick**

I need a **hoist**

I have a **guide dog**
Is there **anything else** you need to help you?

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Consent Form

Do you want **health and social care staff** to **read** your answers?

If you say “YES” they will try to **make the small changes** you have asked for.

Please circle **YES** or **NO**

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Your details

My name/Signature:

My date of birth:

Today’s date:

Your NHS number (if you know it):
If you are filling out this form on behalf of another person because they cannot make that decision themselves, please ensure that you fill out their details above and that you sign the form and provide your details below.

Name: ___________________ Date: ______________

Signature: ________________________________

Please tick one:

☐ Lasting power of attorney for health and welfare
☐ Deputy
☐ Parent (child under 18)
☐ Parent (child 18 or over)
☐ Legal Guardian
☐ Independent Advocate
**Best interest**

Having shared this information and made efforts to support the person to understand, you have determined that the person does not have the capacity to decide then a Best Interest Decision can be made to create a Reasonable Adjustment Flag for them. This decision can include the views of the people who know them best, as the clinician working with this person you are the decision-maker and an MCA 1 form must be completed and kept on their record.

**Please ensure that you fill out their details and sign the form above; provide your details below:**

**Name of clinician/professional:** ________________________________

**Role:** ________________________________  **Date:** ________________________________

**Signature:** ________________________________

Names of others involved in the Best Interest Decision to create or amend the Reasonable Adjustment Flag:

**Name:** ________________________________  **Role:** ________________________________

**Name:** ________________________________  **Role:** ________________________________

**Name:** ________________________________  **Role:** ________________________________

**Name:** ________________________________  **Role:** ________________________________

**Name:** ________________________________  **Role:** ________________________________
Information for Supporters

The Equality Act 2010 states that adjustments must only be made if it’s reasonable to do so. This depends on many things such as the size of the organisation or setting you are accessing, and the cost of making the changes.

Not all reasonable adjustments will be available everywhere – not every setting will have a hoist, for example.

Therefore, it’s worth managing the expectations of the person you are supporting.

Please discuss which reasonable adjustments can be implemented at the locations relevant to the person you support.
The Down’s Syndrome Association is here to support people who have Down’s syndrome and to help them live their lives to the full. We also stand up for people’s rights, campaign for change and challenge unfairness and discrimination.

Call us on 0333 1212 300
Monday to Friday, 10am-4pm

Email us on info@downs-syndrome.org.uk

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Find more on our website downs-syndrome.org.uk

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