

# Guidance for completing your Autism Spectrum Condition Passport

The Derbyshire Autism Spectrum Condition Passport is intended to assist hospital and medical staff to provide you with the best possible healthcare whenever you visit hospital, either as an outpatient or inpatient, or have a medical appointment.

This guidance booklet will help you, or your parent or carer, to complete the passport with the most relevant and useful information that healthcare professionals will need to know when they are assessing and treating you.

We've broken the passport down into its key sections and have provided guidance on how best to fill it in.

At some point, you may be in a medical emergency where professionals will need to treat you as quickly as possible, so it is important to have your passport completed as clearly as you can and that only the most relevant and important information is included.

If you are a Derbyshire County resident and are struggling to complete your passport, the Autism Information and Advice service can help you. Their contact details are on the last page of this booklet.

## Things you MUST know about me

On the **second page** you will find the most important section – **what someone MUST know about you.**

This section details the most essential things a medical professional needs to know about you.

You will first need to fill in your **full legal name**, this is so professionals can find your medical records on their systems. You will therefore need to write your whole name, such as 'Timothy James Smith.' You can then fill out the **name you like to be known as**. So if your name is 'Timothy,' you can then write 'Tim,' if you prefer to be called that. This is then the name a professional will use to talk to you.

You will then need to write your **date of birth**, the **address of the place you currently live**, the **number of the telephone you use** – if you do not have your own telephone number, do not worry, there is a section later where you can write the telephone number of the person who answers the telephone for you.

You will also need to list your **ethnicity** – this is the colour of your skin and the country you identify as coming from. For example, you may identify as White British, British Caribbean, British Pakistani and so on.

The '**How I communicate**' section comes next and this is very important – this lets professionals know how you prefer to communicate. You will need to write whether you are confident at speaking or whether you would like professionals to write things down for you or if you prefer images to words.

Finally, it would also be very useful if you include the name and contact details of any **important people in your life**, such as a parent, carer or social worker. Please also make a note of their relationship with you. Professionals will be able to contact these people to let them know you are in hospital or in need of medical treatment. If you need medication or further treatments or equipment after your medical visit, these people can be informed about these things so that they can help you with them.

### Things you MUST know about me:

Name:
Likes to be known as:
Date of birth:
Address:
Tel:
My ethnicity:
How I communicate:
Family contact/carer/other support worker:
Relationship e.g. Mum, Dad, social worker, etc:
Their tel:

On the **third page** you will find more questions about **what someone MUST know about you**.

You will first need to fill in your **support needs**. **What things do you need support with?** This can vary greatly depending on what you need help with. For example, it could be that you need help filling in forms or help eating and taking medicines or even walking around. Be honest and list everything you will need someone to help you with.

In the next section you can list all your **sensory triggers** – so anything about the world you find difficult to cope with. For example, do loud noises make you feel stressed or do bright lights give you a headache? Again, be as honest as possible so that professionals can look after you properly.

Just as you listed the details of important family members on the first page, you now need to list the names and details (such as contact numbers and what they do to support you) for **any other professionals that support you**. This could include people like social workers, community nurses, an occupational therapist, or anyone else that helps you that will need to know about your medical treatment.

You will need to list all the things **you are allergic to**, especially any medicines. This will help ensure you do not come into contact with anything that may impact your health whilst receiving medical care. You will need to list things like nuts, milk, latex, paracetamol and so on.

In the final three sections it will be helpful if you list any needs you have in terms of your **physical health, mental health or any learning difficulties**. Again, this will help ensure you are treated in a way that is best for you.

For physical health, you will need to write things like diabetes, eczema, IBS, or any medical conditions you have, as well as any mobility, toileting or breathing issues. For example, do you need a walking frame or wheelchair to get around?

In the mental health box, please write any mental health conditions you have, such as anxiety.

If you have any learning difficulties, such as dyslexia, you will need to write these here.

My support needs:

My sensory triggers e.g. noise, light, smells:

Any other professionals involved in my care:

Allergies:

Physical needs:

Mental health needs:

Learning difficulties:

## Things that are important to me

On the **fourth page** you will find a new section called **things that are important to me** – in this section, you can list all the things that will help you feel more comfortable and understood.

In the first section, you can list all the ways **you prefer to communicate**. For example, by speaking or by writing. You can also list what things about communication you find challenging – such as talking without a family member present.

In the next box, you can write **the environments you prefer to be in** – such as rooms with natural light or small rooms or big rooms. Try and be specific so that professionals can find you the most suitable room.

In the third box, you can request how you would like the **outcome of any appointments or stays in hospital** to be sent to you, as well as how any information about your medication or treatments are explained to you. For example, you could write, 'I would like all my documents to be posted to my mum' or 'I would like my medication instructions emailed to me.'

In the final box, you can list the ways **you may act when you feel upset or anxious**. It will help professionals to better support you if they have an idea of how you may respond. For example, if you often get angry and walk away, please be honest and write that. Professionals can then prepare for this and support you when you become upset or anxious.

## Things that are important to me:

How I prefer to communicate:

Environments I prefer:

How I would like the outcome of today's meeting recorded e.g. please write-up everything we have discussed:

When I get upset/anxious I may:

On the **fifth page**, there are two more sections that will help professionals know what is important to you.

How to help me when I am upset/anxious:

The first box is an opportunity for you to write **how you would like to be helped when you feel upset or anxious**. What could a professional do to help you calm down or feel happier? For example, should they leave you alone for a bit or should they take you for a walk? Be honest about what makes you happy or calms you down – that way professionals can try and do these things when you are in distress.

Abilities that may be affected by my Autism e.g. my concentration, my memory, my social conversation:

In the final box, you can list any things that you feel your Autism makes more challenging for you or ways your Autism may be noticeable to others. For example, you could write 'if there is a lot of noise, I struggle to concentrate' or 'when I feel stressed, I may want to pace around' or even 'I prefer to talk in the afternoon when I am more awake.' Anything that can help a professional better understand your Autism is useful.

## Likes and dislikes

On the final page is an opportunity for you to write all the things that you **like and dislike** that will help a professional better care for you. For example, you could write 'I like wearing baggy clothes' or 'I dislike people touching my hair.'

This will help professionals tailor their care to meet you needs and to help you feel more comfortable.

### My Likes and Dislikes:

Things I like:

Things I dislike:

### The Autism Information and Advice service's contact details:

**Help-line:** 01332 228790

**Email address:** [autismservice@citizensadvicemidmercia.org.uk](mailto:autismservice@citizensadvicemidmercia.org.uk)

**Website (with an online referral form):**

[www.autisminformationservice.org.uk](http://www.autisminformationservice.org.uk)

You can also find them on **Facebook** and **YouTube**.