

Leeds Children's Nursing Team
Hunslet Health Centre
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Date

Dear

Important Information: Nursing care and support provided by the Inclusion Nursing Service for children and young people attending a SILC

As part of Leeds Community Healthcare NHS Trust we work to ensuring children who receive our support have the best and safest care provided every day. In order to provide safe care we thought the following information would be helpful.

Working hours

We work Monday to Friday 8.30 to 4.30 term time only. We also offer advice and support during the school holidays from 3 bases. If you need to speak to a nurse in the school holidays you can ring one of the following numbers:

0113 2492431 John Jamieson Nurses.

0113 27716030 ext224 Broomfield Nurses.

0113 2728644 Hunslet Health Centre. Team leader Inclusion Nursing Service.

What to expect from our service

We have introduced a referral system to the service. All new starters will need to be referred to the Inclusion Nursing Service. The Lead Nurse will forward a copy of the referral, training offer and generic nursing e mail for the SILC.

New children coming into school will be offered a nursing assessment within the first Term. All other children will have an update of their assessment every year. This is often done with the Community Paediatrician.

If a child needs a nursing intervention in school, in the majority of cases the education staff will undertake this with training from the Inclusion Nursing Service. We will write a

care plan outlining the care to be given and this will be discussed with the parent. The nursing team will liaise with other professionals when completing a child's care plan; for example GP's, Paediatricians and Dieticians. A copy of the care plan will be kept in the child's electronic patient record.

If there have been any changes to the child's care that you become aware of, please talk to us. We can then liaise with the appropriate professionals and make any required changes to the plan.

We can also offer parents support and advice in a nurse led clinic, where the nurse can support with continence, sleep or other issues. For more details please talk to your school's nurse.

If a child is ill in school the decision to send a child home lies with school. The nursing team are not trained first aiders and are not able to respond to such requests. The nursing team are not able to diagnose conditions, if there are concerns a parent should be directed to the GP by school.

Training we provide within the SILC's

We provide training for staff working in schools to help them carry out healthcare interventions. For example to administer medication, emergency medication and gastrostomy feeds.

Requests for training require a completed request form from yourselves. Once this has been obtained the service try and deliver training packages within 6 weeks, depending on availability of staff and those requiring training. Please note currently training can only be delivered in term time hours. Training length can be variable depending on the knowledge, skills and experience of the staff member. On completion of training the staff member will be given a certificate of competence.

Following completion of any programme staff will need to have annual updates and updates if the child's care plan has been changed. The responsibility for requesting these updates lies with the individual staff member and yourselves.

Medication

All bottles/containers sent into school must be clearly labelled by the Pharmacist with:

- Child's name
- The name of the drug
- Dosage of drug
- Time and frequency given
- Any special instructions and expiry date

Staff are unable to give any medication which has been incorrectly labelled or in unlabelled containers/bottles.

The Nursing Team must be informed of any changes in the child's medication as soon as possible. They will liaise with the GP or Paediatrician once informed of medication changes, and amends the child's care plan and medication chart as appropriate. Short

course medication sent into school such as antibiotics should be accompanied by a note explaining why the medication has been prescribed.

Information Sharing

We hold information about a child in the form of paper health records and electronic computer records. The main reasons why we collect information are:

- To ensure children have the best health care and treatment from all our staff
- Managing and planning future health provision within the NHS

A parent is entitled to see the child's health records as is the child, depending on their age. This is by formal request to the Trust.

Leeds Community Healthcare Children's Services covers many teams who provide health care for children and information may be shared across teams to ensure that care for a child is well co-ordinated. Some teams have staff from other agencies, such as Education or Social Care as integrated members of their team. Information would be shared with the members of the team as necessary but that information will not be shared with an outside agency without parental consent, unless the person in charge of a child's care considers it is in the best interest of the child to do so.

Our teams work closely with other agencies but information is only shared across agencies to prevent duplication of care and sensitive information will only be shared with parental consent, unless the person in charge of your child's care considers it is in the best interest of your child not to do so.

Occasionally a student may be present when we see a child. This is a really important part of their training, however, if a child does not want a student present, please inform the nurses

If you require any further information regarding this letter please don't hesitate to contact your School Nurse.

Yours sincerely.



Susan Carr
Team Leader Inclusion Nursing Service