The School Nursing Service
Health and Education Partnership Agreement

School Nursing: Visible, Accessible and Confidential

Once you have read this agreement, please sign and return page 6 to:

Carly Greening
carly.greening@sept.nhs.uk

Or post to:

Carly Greening
SEPT Community Health Services 0-19
Kempston Clinic
Halsey Road
Kempston
Bedford

If you need to contact us, please see Appendix 2.

Attached to the covering email, is a PDF outlining the universal service offer, including the current immunisation programme which is carried out in schools.
Helping you to achieve the Health Offer for children and young people in schools

Raising Aspirations and Attainment

School Nurses are qualified Nurses who hold an additional post graduate qualification in ‘Specialist Community Public Health’ (SCPHN), which is recordable with the Nursing and Midwifery Council. School Nurses, with their teams, co-ordinate and deliver public health interventions for school-aged children. The nature of their work requires clinical input and effective leadership, which qualified School Nurses are equipped to provide, (Department of Health, 2014). The School Nursing Service comprises of the Specialist Community Public Health Nurse, Community Staff Nurses (CSN), Student Associated Practitioners (AP), and Health Care Assistants (HCA).

School Nurses are commissioned by local authorities and are:

- The single biggest workforce specifically trained and skilled to deliver and lead on public health for school-aged children (5-19)
- Clinically skilled in providing holistic, individualised and population health assessment, with a broad range of skills at Tier 1 and Tier 2 health interventions and to support emotional well being
- In a unique position within community and education settings to support multi-disciplinary teams, with relationships within primary and secondary care

The School Nursing Service is available all year round to students on roll in mainstream education within Bedford Borough and Central Bedfordshire, also for Specialist Educational Behavioural Units. Each school has a named School Nurse or Community Staff Nurse who will promote physical, emotional, and social wellbeing by:

- Identifying and assessing health needs of all individuals at universal level
- Assessing, planning, implementing and evaluating care offered to children, young people and their families, whilst working with multidisciplinary partners both in educational establishments and the wider community. This includes community profiling of schools each academic year to identify more specific need
- Working with a high degree of autonomy and professional accountability whilst having the ability to provide specialist knowledge and advice
- Taking responsibility for co-ordinating, delegating and supervising work within a skill mix team
- Assessing and evaluating the accessibility of the service in line with current technological advances
- Complying with Trust and Local Safeguarding Children’s Board (LSCB) policies

School Nursing staff use their professional judgement in assessing the requirement for other services to be referred to when working with a child, young person or family.
Interventions are targeted at varying levels of need. Below is an outline of the service offer:

**THE SERVICE OFFER**

**Your community** has a range of health services (including GP and community services) for children, young people and their families. School nurses develop and provide these and make sure you know about them.

**Universal services** from your school nurse team provide the Healthy Child Programme to ensure a healthy start for every child (e.g. Public Health, including checks). They support children and parents to ensure access to a range of community services.

**Universal plus** delivers a swift response from your school nurse service when you need specific expert help e.g. with sexual health, mental health concerns, long-term health issues and additional health needs.

**Universal partnership plus** delivers ongoing support from your school nurse team from a range of local services working together with you to deal with more complex issues over a period of time (e.g. with voluntary and community organisations and your local authority).

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**Delivering accessible, youth friendly services**

Standards for youth friendly services are set out in the Department of Health’s ‘You’re Welcome’ document (Department of Health, 2007.) Young people want access to objective staff that are empathic, non-judgemental and understanding. This means providing young people friendly services in accessible locations and targeting provision where necessary.

Therefore, provision of the School Nurse drop in for children and young people of secondary school age is key to ensuring they have access to the confidential health services that can and do make a difference.

“I am massively grateful to my School Nurse for supporting me after attending her drop in at school, bearing in mind everything I was going through at the time I am happy with 6 GCSE passes. Having that person to talk things through with me made all the difference”

Local student aged 16.
Please see Appendix 3 for a detailed overview of the 5-19 service offer and the childhood immunisation schedule.

**Delivery of the 5 - 19 Healthy Child Programme (Department of Health, 2009) led by School Nurses in partnership with education include:**

National Childhood Measurement Programme (NCMP). This is carried out in Reception and in Year 6.

Holistic Health Assessments in Year R and Year 6 that may identify health needs and these are followed up by the School Nursing team. This includes a review of childhood immunisations.

Early identification and intervention is provided on a range of issues, the School Nurse becoming the lead practitioner when appropriate, and referring onto or signposting to other services if needed.

Care Plans for pupils with medical needs: School Nurses will develop Care Plans for children with medical conditions, where they are the most appropriate medical professional to do so, or, in partnership with specialist health services, in order to support children in accessing education. These plans can be included in an Education and Health Care Plan (EHCP) with parent/carer consent where applicable.

Training of school staff around managing medical conditions: School Nurses will provide evidence based awareness raising and training sessions on common childhood medical conditions, on an annual basis. This can be delivered at a central venue, thus providing training to several schools at the same time. Half a terms notice is required prior to these sessions.

Public health sessions in schools: Provide or co-ordinate support, education and training for school staff on key public health issues e.g. healthy eating; puberty; contraception and sexual health; emotional health and wellbeing. Following analysis of the school entry screening/transition questionnaire public health sessions will be provided according to local identified need.

Parent/carer’s can refer directly into our service, as do G.P’s and other agencies, for school aged children or young person.

Regular school nursing drop ins are provided to improve emotional health and wellbeing, where support for young people will be given following assessment by the nurse and referral onto other services if required. Through these drop ins, pupils may then access confidential advice, information, signposting and support, including managing stress and anxiety at exam times. Up to 4 to 6 sessions may be carried out with the young person if required, following assessment by the nurse. All nurses work within a robust clinical governance framework, and the standards set out by the Nursing and Midwifery Council. However, confidentiality and the need to act to safeguard a child or young person is explained at the first contact, for example at a drop in. The code is outlined below.

Confidentiality and its assurance is necessary, with all staff adhering to the Nursing and Midwifery Councils (NMC 2015) code of professional standards of practice and behaviour for nurses and midwives. Nurses have a duty of confidentiality to all those who are receiving care. However, necessary information with other healthcare professionals and agencies is shared only when the interests of patient safety and public protection override the need for confidentiality.

It is advisable for the schools named SENCO, designated safeguarding and pastoral lead to meet with the Nurse on a regular basis so that liaison and working together aids in supporting pupils identified by all agencies as requiring further support. This is particularly relevant to children in need, on a child protection plan, or who are looked after. A separate dedicated Immunisation Team is commissioned to deliver the immunisations in Year 8, 10 and year 11 who are a part of the 0-19 service of the 0-19 team, they can be contacted on 01234 310408.
Admitting School Nursing Service staff and the Immunisation team into schools

Health professional colleagues working as part of the South Essex Partnership NHS Trust (SEPT), all undergo robust pre-employment checks and are cleared to work unaccompanied with children and young people.

All schools can request up to date DBS information via the official Disclosure and Barring Service site. Staff can provide you with their most recent DBS date and certificate issue number.

School Nursing (5-19) staff are required to carry mobile phones at all times in accordance with the lone working policy. The Immunisation Team are required to carry mobile phones for the same policy and in the event of needing to access emergency services during immunisation sessions.

All SEPT staff visiting schools must have a SEPT photographic I.D badge and should not be admitted without one.

A copy of the SEPT ‘Safer Recruitment and Safeguarding Policy’ is available on request from the 5-19 School Nursing Service, via Glenda Hall 0-19 services locality manager- Glenda.hall@sept.nhs.uk

Reference list


This Partnership Agreement will ensure that children and young people in schools receive the best possible outcomes as outlined in the ‘5-19 Healthy Child Programme’ (Department of Health, 2009).

The school will:
- Identify a named member of staff who will liaise with the School Nursing Service
- Share data (individual and at a community level) to support planning and service delivery in accordance with information sharing agreements. This will be on a case by case basis in accordance with safeguarding policy's and protocols.
- Share class lists to enable the immunisation team to plan the effective delivery and increase the uptake of the childhood immunisation schedule
- Provide an appropriate venue for carrying out school entry screening for Year R, health assessments for Year 6 and the ‘National Childhood Measurement Programme’ in Reception and Year 6
- Provide an appropriate venue for the Immunisation Team
- Notify the School Nursing Service once parental/carer consent is obtained, in the case of any child who has a medical condition that may require support at school, but has not been brought to the attention of the School Nursing Service.
- Requests for staff training dates to be planned for the forthcoming academic year, with at least half a terms notice to be given to the School Nursing Service
- I.T equipment to be set up and ready for use for such training sessions
- Ensure an appropriate room for the health drop ins that is a safe environment for lone working purposes and accessible for students of secondary school age and ensure promotion of the drop in is on going
- Request for the School Nursing Service to attend new parents evenings to be negotiated at least half a term in advance. Please see attached PDF (within original email) for an overview of the 5-19 service provision and immunisation schedule for more information

The School Nursing Service will:
- Provide contact details of named NHS staff for each school
- Share data (individual and at a community level) to support planning and service delivery in accordance with information sharing agreements, for example school community profiling
- Liaise with an identified member of school staff to plan and agree dates for health assessments in Year R and Year 6 and the ‘National Childhood Measurement Programme’
- The Immunisation Team will liaise with a named member of staff to support planning and service delivery of the immunisation schedule
- Notify the school once parental/carer consent has been given, when a child has been identified as having a medical condition, which will require support in school
- Deliver training within their competencies, using agreed training packages. Please see attached PDF for an overview of our service delivery
- Attend every drop in session, unless by agreement and attempt to find cover if unable to attend
- Work within their professional and ethical guidelines and be accountable for their practice, in accordance with SEPT (South Essex Partnership Trust) policies. Please see attached PDF (within original email) for an overview of the 5-19 service provision and immunisation schedule for more information

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<td>Named Nurse</td>
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TO BE SENT BACK TO SCHOOL NURSING SERVICE

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SCHOOL COPY
Appendix 1

School Based Immunisation Programme

Immunisation team direct number 01234 310408

The school will:

- Identify a named member of staff who will liaise with the SEPT 0-19 Immunisation and Vaccination Team
- Share data (class lists) to support planning and service delivery in accordance with information sharing agreements
- Inform the 0-19 Immunisation and Vaccination Team of changes to class lists including new starters and leavers
- Agree appropriate dates and duration of sessions with the 0-19 Immunisation and Vaccination Team to enable a planned approach ensuring minimal disruption.
- Provide an appropriate venue for carrying out immunisation and vaccination programmes for Year 8 (HPV) and Year 10 (DTP and Meningitis). Please see overview of our service offer on the attached PDF within the original covering email
- Work in partnership with the named Immunisation and Vaccination Nurse to support the increase of uptake of immunisations across their school community

The SEPT 0-19 Immunisation and Vaccination Team will:

- Provide contact details of named Immunisation Nurse for each school
- Share data (individual and at a community level) to support planning and service delivery in accordance with information sharing agreements, for example immunisation uptake score cards
- Liaise with an identified member of school staff to plan and agree dates for immunisation sessions in Year 8 and Year 10
- Work within their own professional and ethical guidelines and be accountable for their practice, in accordance with SEPT policies
- Liaise with school if the school based immunisation programme alters
- Work in partnership with the school to support the increase of uptake of immunisations across the school community
Appendix 2

0-19 Contact information for your School Nursing Service

*Professionals: If using the referral form, these can be faxed to the numbers below or emailed to the secure NET email accounts below

**Parent/Carers, you do not require a referral form, just contact your relevant School Nursing office**

<table>
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<tr>
<th>Area</th>
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| **Bedford East**      | **See below contact information for the School Nursing Service if the child attends school in the following areas:**  
  1) Goldington, Brickhill, Putnoe, Castle, Newnham, Great Barford, Ravensdon, Wilden, Renhold  
  2) Wilsford, Wixams, Shortstown, Cople, Willington, Cotton End, Harrowden, Cardington  
  **School Nursing contact info**  
  Email: Bedford.team1@nhs.net  
  Tel: 01234 897401  
  Fax: 01234 315802  
  **School Nursing contact info**  
  Email: Bedford.team2@nhs.net  
  Tel: 01234 310419  
  Fax: 01234 310411  |
| **Bedford West**      | **See below contact information for the School Nursing Service if the child attends school in the following areas:**  
  1) Enhanced Service Centre  
  2) London Road Health Centre  
  **School Nursing contact info**  
  Email: Bedford.team3@nhs.net  
  Tel: 01234 897401  
  Fax: 01234 315802  
  **School Nursing contact info**  
  Email: Bedford.team4@nhs.net  
  Tel: 01234 310419  
  Fax: 01234 310411  |
| **Ivel Valley**       | **See below contact information for the School Nursing Service if the child attends school in the following areas:**  
  3 & 4) Biddenham, Bromham, Carlton, Cranfield, Kempston, Marston Moretaine, Milton Ernest, Clapham, Great Denham, Oakley, Queens Park, Risely, Shanbrook, Wootton, Wymington (North Bedfordshire villages)  
  **School Nursing contact info**  
  Email: Bedford.west0-19@nhs.net  
  Tel: 01234 310387  
  Fax: 01234 310405  
  **School Nursing contact info**  
  Email: Bedford.west0-19@nhs.net  
  Tel: 01234 310387  
  Fax: 01234 310405  |
| **Central Bedfordshire** | **See below contact information for the School Nursing Service if the child attends school in the following areas:**  
  5) Shefford, Haynes, Shillington, Henlow, Fairfield Park, Stotfold  
  6) Sandy, Moggerhanger, Blunham, Northill, Biggleswade, Potton, Sutton, Everton, Caldecote, Dunton, Wrestlingworth and Langford.  
  **School Nursing contact info**  
  Email: ivelvalley.mb2@nhs.net  
  Tel: 01462 648444  
  Fax: 01462 648488  
  **School Nursing contact info**  
  Email: ivelvalley.mb3@nhs.net  
  Tel: 01767 223505  
  Fax: 01767 224904  |
| **Central Bedfordshire** | **See below contact information for the School Nursing Service if the child attends school in the following areas:**  
  7) Dunstable, Tottenhoe, Eaton Bray, Studham, Caddington, Slip End, Kensworth  
  8) Leighton Buzzard, Hockliffe, Heath & Reach, Stanbridge  
  **School Nursing contact info**  
  Email: Dunstable.zero-nineteenlteam@nhs.net  
  Tel: 01582 707627  
  Fax: 01582 708292  
  **School Nursing contact info**  
  Email: leightonbuzzard.st1@nhs.net  
  Tel: 01525 751123  
  Fax: 01525 751101  |
| **Central Bedfordshire** | **See below contact information for the School Nursing Service if the child attends school in the following areas:**  
  9) Houghton Regis, Chalton, Toddington  
  **School Nursing contact info**  
  Email: houghtonregis.zero-nineteenlteam@nhs.net  
  Tel: 01525 631243/ 01582 707649  
  Fax: 01582 512603  
  **School Nursing contact info**  
  Email: Flitwick.mb1@nhs.net  
  Tel: 01525 631243  
  Use this number for Houghton Regis /surrounding area’s  
  Fax: 01525 631219  |

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SEPT School Nursing Website: [www.sept.nhs.uk/SchoolNursingBeds](http://www.sept.nhs.uk/SchoolNursingBeds)