

**Improving identification of individual and population health needs
for Children and Young People in Schools.**

**A programme for the collection and sharing of Health Needs Assessment
Questionnaires (HNAQ) completed by Year 6 and Year 9 pupils in schools.**

Dear Head Teacher and staff,

This proposed programme is being carried out by the School Nursing Services from Blackpool Teaching Hospitals and Lancashire Care Foundation Trust in partnership with Lancashire County Council Public Health and School Improvement Services. This programme aims to support the health review processes as recommended by 'The Healthy Child Programme'. The Health Needs Assessment Questionnaire is online and will be completed at school (similar format to the existing Pupil Attitude Questionnaire used by many schools across Lancashire). The programme will commence from March 2017 with the aim of further rollout to all Lancashire schools from summer 2017.

The result from the collected questionnaires aims to generate:

- A summary report for the school which will provide the school with information about the health needs of its pupils which can inform the PSHE curriculum and pastoral support.
- An individual report for each pupil, accessed only by school nurses, to identify and address individual health needs.
- Information for Lancashire County Council to include in population health needs assessments and inform future provision for children and young people in Lancashire

Data protection, confidentiality and information processes need to be in place, including the use of a T2 information sharing agreement. The Privacy Notice should be displayed and stored in schools and possibly displayed on the school website as it should be available/ forwarded to children, young people and families in years 6 or year 9.

For further information please contact

- North Lancashire (Lancaster and Morecambe) - Maureen Huddleston, Team Leader, Blackpool Teaching Hospital NHS Foundation Trust Tel: 07786435081.
- Fylde and Wyre - Jane Basey, Team Leader, Blackpool Teaching Hospital NHS Foundation Trust Tel: 01253 957520
- West Lancashire - Lorraine Chadwick, Team Leader, Lancashire Care Foundation Trust Tel: 07852555569
- Karen Gosling, Senior Public Health Practitioner, Lancashire County Council Tel: 07876844747

Blackpool Teaching Hospitals (BTH) School Nursing Service are undertaking health and lifestyles questionnaires with year 6 and year 9 pupils in your child's school. The aim of this is to find out about your child's health needs and address them. Your child will be asked to complete a questionnaire about their health and lifestyle at school, via a secure web platform. The information provided on the questionnaire will be shared and used in three different ways as outlined below.

Name of Organisation	What information do they see? What will the information be used for?
School Nursing Services, Blackpool Teaching Hospitals (BTH)	Only the School Nurse will be able to see the individual responses to the questions. If there are any responses that indicate your child may have a particular health issue, the School Nurse will contact your child individually. They will always act in the best interest of your child. The information will also help the School Nursing Service to understand the needs in the local area and target resources accordingly.
Name of Young Person's school.	Your child's school will receive a report that summarises the responses of everyone at the school. They DO NOT see your child's individual information. The school can use the report to include health in school improvement planning. It could also be used to decide what needs to be included in the PSHE classes.
Lancashire County Council.	The local authority will use information from all the schools so they can understand the population needs in your local community, in order to develop appropriate services.
I understand that anyone handling information about my child has a legal duty to treat such information confidentially: <ul style="list-style-type: none"> The personal information about my child from the questionnaire will be shared only with school nurses; Any personal information will be stored securely in electronic form; Your child's health record will be updated with any changes to ensure information about them is accurate and up-to-date. 	
I also understand that: <ul style="list-style-type: none"> I have the right to opt out at any time, but that this may mean that some of the support services will not have all information they need to help my child at the right time. Information about my child will only be shared without consent when there is a risk to my child's or another person's protection/welfare; to prevent crime and disorder or when required by Law. I and/or my child will be informed if this happens whenever possible. 	

Opting your child out of the programme

If you are happy for your child to be part of the health questionnaire, you do not need to do anything. If you have any questions or do not want your child to take part please let us know **in the next 2 weeks** using the contact details below. Children will not be made to take part if they do not want to.

For further information please contact

- North Lancashire (Lancaster and Morecambe) - School Nursing service, Blackpool Teaching Hospital NHS Foundation Trust- Tel 01524 406446/7

Privacy Notice.

Information for Children, Young People and their families. Collection of Health Assessments/Questionnaires at Year 6 and Year 9

Lancashire County Council and Blackpool Teaching Hospitals/ Lancashire Care foundation trust are a data controller for the purposes of the Data Protection Act.

During Year 6 and Year 9 pupils will be asked to complete a Health Needs Questionnaire on a controlled, secure and protected web-platform.

The purpose of collecting this information is to allow:

- School Nurses to offer you support to address individual health needs, School Nurses will be the organisation who has access to your individual information, in order for them to identify who may require further support or who require their services. School Nurses adhere to standards of confidentiality unless they have cause for concern around safety issues. The School Nurses will keep a record within your Child Health Record if you do require any further support or guidance. This will also allow school nurse will understand the health needs of schools.
- The information collected from questionnaires will also be used to form a report for your school, this is anonymised information, in order to support schools in understanding health needs of their school and allow them to target resources appropriately.
- The local authority being Lancashire County Council will also use this information at an anonymised level in order to understand and address the population health needs of children and young people in areas of Lancashire and make appropriate plans and actions.

If you need more information about how the local authority or Blackpool Teaching Hospitals NHS Foundation Trust store and use your information, then please go to the following websites:

<http://www.lancashire.gov.uk/council/transparency/access-to-information/how-we-use-your-personal-information-and-your-right-to-access-it.aspx>

<http://www.bfwh.nhs.uk/>

Lancashire County Council
Information Sharing Code of Practice.

**Information Sharing Code of Practice/
Operational Guidance for the sharing of
information between Lancashire Schools and
School Nursing Services.**

(Tier 2 with School Nurse Agreement)

July 2015

REASONS for DATA SHARING, AIMS and OBJECTIVES

Reasons for Data Sharing.

Schools contribute enormously to the health and wellbeing of children and young people in variety of ways, including:

- Assessing and addressing health and wellbeing within School Improvement Plans
- The delivery of the Healthy Schools programme
- Within Personal Social Health Education and curriculum provision
- Supporting Lancashire Wellbeing, Prevention and Early Help processes- CAF, TAF, Lead Professional role
- Supporting Children in Schools with Medical Needs
- By providing school medication policies, nutritional and catering policies, and physical education/activity policies
- Supporting children and young people with Special Education Needs and Disabilities and contributing to Education Health Care Plans,
- And within the provision of Pastoral Support.

The Local Authority contributes to the health and wellbeing of children and young people by:

- Undertaking health needs assessments and joint strategic health needs assessments
- Providing Public Health functions, including health protection, health improvement and the commissioning of various public health services
- Providing Quality and Continuous School Improvement services, including Lancashire School Information Profiling.

School Nursing contributes by:

- The facilitation and delivery of 'The Healthy Child Programme', this includes; undertaking screening and health needs assessments/questionnaires which are offered at reception, year 6/7, and year 9. This is in order to identify need early, plan accordingly, and to understand the population need of individual schools.
- Delivering health promotion/improvement activity,
- Supporting or delivering The National Child Measurement Programme and Children's Vaccination Programmes.
- Offering more targeted support for vulnerable children and young people.

All three of these provisions collect data around health and social determinants that are associated with health and educational outcomes. By exploring improved joint information sharing processes, partners will be able to address the needs of children and young people collectively, either at an individual level, a school level, or at a population level.

Whilst identifying reasons for data sharing, aims and objectives this processes and systems will enable:

- Compliance with the Data Protection Act 1998.
- The protection of confidentiality of children and young people, where it is necessary to share personal data this will be under remit of Safeguarding best practice standards.
- To help local partnerships by providing a secure and efficient way to exchange personal data where a power exists to do so, in accordance with the Data Protection Act 1998, the Human Rights Act 1998 and other relevant legislation.

Without effective information sharing, potential issues include:

- Partners only having partial health awareness of the needs of the individual or school population, resulting in negative impact on both educational and health outcomes.
- Delivery of action plans or targeting of need not thoroughly matched.
- Inappropriate use of time and resources.
- Lack of working together approaches to achieve shared goals.

AGREEMENT

The Government understands that it is most important that people remain confident that their personal information is kept safe and secure and that practitioners maintain the privacy of the individual, whilst sharing information to deliver better services. It is therefore important that organisations can share information appropriately as part of their day-to-day practice and do so confidently.

The Data Protection Act 1998 is not a barrier to sharing information but provides a framework to ensure that personal information is shared appropriately.

The legal basis for sharing this information is within the Children's Act (2004) especially:

- Section 10: to create a statutory framework for local co-operation between local authorities, key partner agencies and other relevant bodies including the voluntary and community sector, in order to improve the well-being of children in the area.
- Section 11: arrangements to safeguard and promote welfare

The statutory guidance also highlights the requirement for effective sharing of information at a strategic level and about individual children to support multi-agency working, and oversight of arrangements for agencies to work together in integrated planning, commissioning and delivery of services as appropriate.

FAIRNESS AND TRANSPARENCY

Children, Young People and Families need to be aware of the principles of what, why and how their information is going to be shared and the necessary consent being obtained.

- The School will provide public access to a Privacy Notice within website, school brochure, parent mail or electronic information to parents. This will explain the information sharing agreement between schools, school nurses and local authority.
- Blackpool Teaching Hospitals to display the Privacy Notice within its communication mediums to children and young people.
- Blackpool Teaching Hospitals School Nursing services will develop and utilise consent system to be part of the Young People's Health assessment questionnaire at year 6/7 and year 9.
- The School Nursing services will provide further contact details for dealing with any enquires and the school will display this in a public area.
- Any Privacy Notice will include information in regards to how children, young people or families could check their data is correct, request further information or make a complaint.

LEGISLATIVE BASIS FOR DATA SHARING IF CONSENT IS NOT GIVEN

The legislative basis for sharing without consent would, in principle, be to promote or improve the economic, social or environmental well being of children and families in Lancashire and to safeguard the wellbeing of an individual or other person or to prevent crime and disorder. When possible even without consent individuals should be informed that information is going to be shared, unless safety would be compromised- local safeguarding policy should be followed.

Relevant Legislation includes:

- Children Act 1998 (Sections 17, 27 and 47)
- Children Act 2004 (Sections 10,11,12)
- Local Government ACT 2000 (Section 2)
- Crime and Disorder Act 1998 (Section 115)
- Data Protection Act 1998 Part IV
- Learning and Skills Act 2000
- Mental Capacity Act : 2005 Code of Practice (DCA 2007)
- And as per Lancashire Safeguarding Children Board guidance:

http://panlancashirescb.proceduresonline.com/chapters/p_info_share_confident.html

5. INFORMATION STANDARDS

Information held must be accurate and kept up to date. Steps must be taken to validate information, such as checking with the person who originally provided the information, if there is any doubt as to its accuracy, data owners will ensure they amend any incorrect

To determine what security measures are appropriate, the partners must consider the type of data and the harm that would arise from a breach in security. In particular they must consider;

- Where the information is stored and the security of the premises
- The security measures programmed into relevant ICT equipment
- The reliability of employees having access to the information

Additionally, all partners will ensure that any data shared by email is done so using appropriate encrypted software secured by password.

The Data Protection Act 1998 states that information should only be kept for as long as necessary (Please also see Appendix – Tier 1 Information Sharing document.)

The school nurses will only have access to children or young people's individual health needs results, via the UPN using the web platform.
They will record if a health needs questionnaire is completed in the child's or young person's existing NHS Child health records.
If health needs are identified from a health questionnaire, this information will be transferred as a printed copy of the completed questionnaire and stored within the individual child health records and retained for 25 years in accordance to the NHS Records Management Schedule. NHS information and data policies will also apply.
Any associated referrals forms will be stored in child health records.
Health needs assessment as part of the web platform will be stored and retained within LCC systems and all data protection principles, storage and destruction rules apply.

All staff will adhere to either Local Authority or NHS policies or procedures in regards to information governance, confidentiality and data protection.

Please also see Appendix – Tier 1 Information Sharing document.

7. ACCESS TO PERSONAL INFORMATION

Data Subjects are entitled to know what information is held about them. If any of their details are wrong, they can inform us and corrections can then be made.

If data subjects would like access to their information they should apply in writing. Applications should be sent to:

Blackpool Teaching Hospitals,

The Data Access Team
Blackpool Teaching Hospitals, Home 15
Whinney Heys Road
Blackpool
FY3 8NR

The relevant organisation is obliged to reply to the request within 40 days.

10. REVIEW

This information sharing agreement will be reviewed at six months following initial commencement of the agreement.

Then School Nursing services provided by BTH and schools within Lancashire County Council will formally review this Information Sharing Protocol Tier 2 document every 12 months or earlier if requested in writing by either party.

11. COMPLAINTS

Each Partner Organisation will deal with the complaints in accordance with their own procedures which will ensure that:

- Service users are aware that they can complain and of how to go about it;
- Complaints are resolved at first contact if possible;
- Complaints are acknowledged promptly in writing;
- The complaint is investigated fairly and thoroughly;
- Service-users are given an appropriate written response;
- If appropriate the appeals procedures are explained to the service-user.

12. NON COMPLIANCE AND PARTNER DISAGREEMENT

In the rare event that a dispute arises it should be clear what action should be taken.

In the event of a suspected failure within their organisation to comply with this Agreement, LCFT and SCH will ensure that an adequate investigation is carried out and recorded.

If the Partner Organisation finds there has been a failure, it will ensure that:

- necessary remedial action is taken promptly;
- service-users affected by the failure are notified of it, the likely consequences, and any remedial action;
- Partner Organisations affected by the failure are notified of it, the likely consequences, and any remedial action.

If one Partner Organisation believes another has failed to comply with this agreement it should notify the other Partner Organisation in writing giving full details. The other Partner Organisation should then investigate the alleged failure. If it finds there was a failure, it should take the steps set out above. If it finds there was no failure it should notify the first Partner Organisation in writing giving its reasons.

Partner Organisations will make every effort to resolve disagreements between them about personal information use and sharing. When doing so they should refer to the Tiered Agreements and Associated Documents. However, they recognise that ultimately each organisation must exercise its own discretion in interpreting and applying this Agreement in line with guidance from the Information Commissioner.

Nominated representatives should ensure they are notified at an early stage of any suspected or alleged failures in compliance or partner disagreements relating to their Partner Organisation.

14. SIGNATURES

PARTNER 1: School.

Enter name of nominated officer and their designation (e.g. Team Leader, Section Manager, Departmental Head)

ALISON AYLOTT	H.T. 26.4.17
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I accept the responsibilities of Compliance officer for this Information Sharing Agreement Protocol between:

Scarforth St Paul's CE Primary & Nursery School
(name of school)----- and the School Nursing Services from Blackpool Teaching Hospitals and Lancashire County Council (Public Health, School Improvement Services and the JSNA (joint strategic needs assessment).

Name Signature	A Ayloott
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PARTNER 2: School Nursing services, provided by Blackpool Teaching Hospitals.

Enter name of nominated officer and their designation (e.g. Team Leader, Section Manager, Departmental Head)

Professor Mark O'Donnell – Medical Director/Caldicott Guardian Blackpool Teaching Hospitals NHS Foundation Trust	Date: 04/12/15
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I accept the responsibilities of Compliance officer for this Information Sharing Agreement Protocol between:

NORTH LANCASHIRE SCHOOLS
(name of school)----- and the School Nursing Services from Blackpool Teaching Hospitals and Lancashire County Council (Public Health, School Improvement Services and the JSNA (joint strategic needs assessment).

 Name Signature	Professor Mark O'Donnell
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PARTNER 3: Lancashire County Council.

Enter name of nominated officer and their designation (e.g. Team Leader, Section Manager, Departmental Head)

	Date:
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I accept the responsibilities of Compliance officer for this Information Sharing Agreement Protocol between:

(name of school)----- and the School Nursing Services from Blackpool Teaching Hospitals and Lancashire County Council (Public Health, School Improvement Services and the JSNA (joint strategic needs assessment).

Name Signature	
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