

26<sup>th</sup> March 2018

Dear Parent/Carer

From 1 April 2018, Harrogate and District NHS Foundation Trust (HDFT) will be providing the 0-19 Healthy Child Programme Service in Stockton on Tees, transferring over from North Tees and Hartlepool NHS Foundation Trust (NTHFT) and will form part of a new approach to working with children, young people and families.

The 0-19 Service will work with children, young people and families in Stockton and will be made up of Health Visitors, Public Health Nurses and support staff delivering on the Healthy Child Programme, the 'Growing Well, Growing Healthy Team' and a family outreach service. The family outreach service will work on a one to one or group basis providing support in family homes and community venues as well as recruiting and supporting local volunteers to work across all community areas in Stockton.

Staff from NTHFT will be transferring across to HDFT on 1 April 2018. The team will continue to be based in Stockton borough and provide children, young people and families with a local service.

HDFT will work with children, young people and their parents/carers in a variety of settings; schools, health centres, GP surgeries, youth venues and in the family home. The Healthy Child Programme Team will offer routine health checks on children starting school and on transfer to secondary schools.

In addition, the team will work closely with nurseries, schools and colleges to improve the health and wellbeing of children and young people. They will continue to be responsible for measuring and weighing children as part of the National Child Measurement Programme.

Every school and GP practice will continue to have a Named Public Health Nurse to ensure communication and referrals into the service are easy and accessible.

To ensure the continuity of care a summary or a copy of records used to deliver these services will be transferred to or shared with HDFT in order to allow them to continue to provide a high quality service.

We are working closely to focus on making sure services transfer smoothly across to them and there is no gap in care being provided.

For those affected we have included a frequently asked question sheet which may answer queries that you may have relating to transfer of data. However if you have any concerns regarding this change of service or require further information please contact Sarah Massiter (Service Manager, HDFT) on 03000 266440.

Yours Sincerely

North Tees and Hartlepool  
NHS Foundation Trust

Harrogate and District  
NHS Foundation Trust

***PTO – Frequently Asked Questions for those affected***

## **Frequently Asked Questions for those affected**

### **Where will our information be held?**

Your current health record will transfer from North Tees and Hartlepool Foundation Trust (NTHFT) to Harrogate and District NHS Foundation Trust (HDFT) and will be held securely on our child health information system which is called Systmone. This is to ensure that we are able to continue to provide the best care for you and your family. NTHFT will hold any historical health records in an archive which you will be able to access by contacting them directly.

### **Can I see my school nursing, health visitor or family nurse record?**

Yes, Data Protection Legislation allows you to find out what information is held about you, on paper and computer records. If you wish to see a copy of your records you should contact HDFT and we will advise you further. You are entitled to receive a copy of your records for a statutory fee. In certain circumstances access to your records may be limited, for example if your records contain information relating to another.

### **Who else will you share my information with?**

We may share your information with organisations who may contribute to your support. These could include:

- Your GP and any other NHS organisation
- Audit organisations
- NHS Digital

### **What is my information used for?**

Your records are used to help us to provide you with the best possible care and support. It is important that your records are accurate and up to date as this will help the staff who are working with you so they can provide you with the support you need, when you need it.

If you have a concern or problem with your care, your records will help us with any investigation. We may also use your information to improve the services we provide to you through audits and monitoring.

### **Will you keep my health records confidential?**

We are required by law to keep your information confidential however we have to report certain information to the appropriate authorities. This is only provided after permission has been given by a qualified professional.

Information we must share includes:

- Birth notification
- Where we encounter a public health concern for example, meningitis and measles
- When a formal court order has been issued