TRAINING AGREEMENT

Between

Children’s Social Work Service - Leeds City Council
Leeds Community Healthcare NHS Trust
and Leeds Children’s Hospital@ Leeds Teaching Hospitals NHS Trust

INITIAL VERSION – JANUARY 2003
VERSION UPDATED – APRIL 2006
VERSION UPDATED – APRIL 2007
VERSION UPDATED – APRIL 2008
VERSION UPDATED – MAY 2009
VERSION UPDATED – MAY 2010
VERSION UPDATED – AUGUST 2011
VERSION UPDATED-JULY 2012
VERSION UPDATED – SEPTEMBER 2013

SEPTEMBER 2013
AGREEMENT
TO COVER THE TRAINING AND SUPPORT OF FAMILY PLACEMENT CARERS, FOSTER CARERS AND HOME BASED CARERS WHO ARE CARRYING OUT NURSING CARE INTERVENTIONS

1. Introduction

The aim of this Agreement is to ensure, as far as possible, that children in foster care or in receipt of short breaks provided by the Authority, who require nursing care interventions, have equitable access to family based fostering/family placement/home-based short breaks services suited to their needs.

The parties to this agreement:

i) Children’s Social Work Service - Leeds City Council (hereinafter called “the Department”)

ii) Leeds Community Healthcare NHS Trust (hereinafter called “the Trust”)

iii) Leeds Children’s Hospital @ Leeds Teaching Hospitals NHS Trust (hereinafter called the “Acute Trust”)

iv) When the parties at 2 and 3 above are referred to jointly they are referred to as “the Trusts”.

v) The parties are committed to working together in partnership to meet the needs of children and carers referred to in 1.3 below.

The target group of the Agreement are the Carers. The Carers are those foster carers, family placement workers and home-based carers officially approved by Leeds Social Care Department in line with current relevant regulations and who have chosen to work with children with disabilities who require nursing procedures.

2. Eligibility Criteria

The following nursing care interventions required by individual children who are being cared for by a foster carer, family placement worker or home based carer may be carried out by the carer once they have been shown to be a competent practitioner following appropriate training by a qualified nursing professional.

i) Gastrostomy feeding and care

ii) Naso-gastric feeding and care

iii) Basic stoma care, i.e. replacement and removal

iv) Administration of rectal Diazepam

v) Administration of Buccal Midazolam

vi) Administration of enemas and suppositories
vii) Administration of oxygen

viii) Use of nebulisers

ix) Oral suction

these are hereafter referred to as approved nursing care interventions.

It is acknowledged by all parties that there will be some children who require nursing care interventions other than those listed in 2.1. In such circumstances, the nursing care interventions required by the child concerned will be confirmed at a discharge planning meeting when the child is in hospital, or if the child is in the community, at a case discussion. In the circumstances referred to in this clause, an interdisciplinary decision will be made to ensure that the foster carer, family placement worker, home based carer and all agencies involved are in agreement that the nursing care intervention can be performed by the carer. (This could be done via a telephone discussion)

This agreement should be subject to the following:-

- that it is based on an individual need
- based on an individual nursing care plan or a multi-disciplinary assessment care plan
- based on agreement across the relevant professionals and organisation
- based on agreement by the foster carer, family placement worker or home based carer to undertake the intervention
- that training is given as part of the care plan by a qualified nursing professional
- that competency is tested by observation and/or discussion
- that it is limited to that procedure for that child
- that where there is shared care it may be necessary for a detailed plan of the nursing intervention to be made available for the foster carer and family.
- that all Carers to be trained have Enhanced CRB clearance in place.
- that Risk Assessments are in place where applicable e.g. Oxygen.
- that where applicable due processes from the Complex Discharge Pathway are in place e.g. timely discharge planning meeting to include formulation of an Interagency Care Plan. Pre-discharge training of Carers as appropriate e.g. Basic Resuscitation, clinical skills etc.
- that all procedures are followed and all documentation is completed (see Appendices i-v)
3. The Carers

It is agreed that all carers with whom children requiring approved nursing care interventions are to be placed will be carers who have chosen to work with children with disabilities and have been officially approved as foster carers, family placement workers and home based carers by the Department in line with current relevant regulations.

It is agreed that carers will not be expected to undertake any nursing care intervention unless they agree that they are confident and competent to do so.

4. Insurance

It is agreed that Leeds City Council will arrange insurance cover for the foster carers, family placement workers or home based carers who carry out this work, the cover being conditional upon the terms of this Agreement being followed.

The Trusts acknowledge that in providing the services set out in this agreement, the Trusts staff fall within the scope of the NHS indemnity. The Trusts will communicate to the relevant staff that the provision of services under this Agreement will not result in personal liability for such staff for any clinical negligence.

The Trusts will provide the necessary training for foster carers, family placement workers and home based carers of children who require nursing care interventions as part of their ongoing treatment programme. All training will be undertaken by a suitable and experienced health care professional. Carers will be assessed as competent to carry out the required nursing care interventions and details of their training and confirmation of competence will be set out in the Identification of Procedure and Parental Consent Form Family Placement Medical Form 1 (see Appendix iii).

5. The Role of the Trust’s Staff in the Training and Support of Carers

5.1 Trust staff will accept referral in writing using Standard letter as in Appendix iv.

5.2 Who does the training?

Once a suitable carer has been identified, or a person in an existing placement has a new need for a nursing care intervention, the Trusts staff will undertake the training of carers using a guideline the principle that the best person (appropriately skilled) to teach the care, is the nurse/service who knows the child best (i.e. Community Children’s Nursing, SILC Nurse, School Nurse, Acute Trust Staff).

Although some services are provided locally, it is expected that staff will travel outside their geographical patch, but within Leeds, if required to provide training in relation to a child they know (particularly in emergency placement situations).

5.3 Where the training is provided by the Trusts the training and assessment will be undertaken by a health care professional who is suitably skilled and experienced and appropriate to undertake the training.
Health Care staff will be involved in the completion of Family Placement, Fostering and Health documentation. Staff should also be prepared to provide more detailed information (than the basic training pack) to carers if required.

5.4 Content of Training:

The Trusts will be responsible for devising and reviewing annually the training packs used to train the carers. Packs will be developed as required for new agreed procedures.

6 Role of Social Work Staff in Arranging for Training

6.1 The child’s Social Worker or the supervising Social Worker for the carer will be responsible for setting up the initial training and ensuring the paperwork, examples of which are set out in the attached appendix (Appendix iii - iv) are completed—to include, Referral form and consent from an individual e.g. parent/carer or agency with Parental Responsibility. Supervising Social Workers within the home based scheme will be responsible for this process.

Please see flowchart for accessing training in Appendix ii.

7 Arrangements for Re-Training and Ongoing Support

7.1 Family Placement Foster carers/Home based carers will be told that if they are unsure about any aspect of the nursing intervention, they must inform their Supervising Social Worker who will then contact the relevant Health Care staff to arrange for advice to be given.

7.2 If Health staff have any doubts about the competency of a carer to carry out the procedure, they should inform the Family Placement Foster Carer and Supervising Social Worker and jointly agree what action needs to be taken e.g. further training, change of carer.

7.3 Every year, on the occasion of the carer’s Annual Review, the issue of their competence and confidence in continuing to offer this type of care will be addressed and should follow 7.1 above.

7.4 Every year Family Placement/ Foster Care staff will set up a meeting for carers involved in this work and staff from the Trusts. The purpose of this meeting will be to update carers on any new developments and to give carers a chance to bring up any concerns or issues.
8 Review

A working group with representatives from the parties to this agreement will be responsible for reviewing this document and dealing with any issues arising. (See Appendix v-vi).

Signed ......................................................
    For Leeds Children’s Hospital @ Leeds Teaching Hospital NHS Trust

Signed
    ...........................................................
    Leeds Community Healthcare NHS Trust

Signed ......................................................
Appendix (i)

FAMILY PLACEMENTS/FOSTER CARERS/HOME BASED CARERS CHILDREN’S SCHEME
PROCEDURE FOR NURSING CARE INTERVENTIONS

Any nursing care intervention undertaken by a family placement worker, foster carer or home based carer for a child on placement must be covered by the attached agreement. The carer must be shown the procedure by a qualified nurse before undertaking the procedure with a child. If the family placement worker / foster carer/home based carer is not covered by being given training for each individual child and an agreement signed by all parties, they are not insured. For children on short break placements this form should be completed in addition to the CSIR 35 or other placement agreements.

Nursing Care Interventions which require training are:

Gastrostomy feeding and care, nasogastric feeding and care, stoma care, rectal diazepam, enemas and suppositories, using nebulisers, oxygen and buccal midazolam.

If nursing care interventions are required, contact should be made with the relevant nursing service:

Relevant Nursing Service:

a) If a child is known and currently visited by Leeds Children’s Nursing and Butterfly Team based at Hunslet Health Centre 0113 2761294 arrangements should be made for the nurse who knows the child best to carry out the training.

b) If the child receives a service from a Specialist Nurse in LTHT they should be contacted regarding training via LTHT switchboard – 0113 2432799

c) If the child attends either a Specialist Inclusive Learning Centre or a mainstream school then the Inclusion Nurse (previously SILC) Co-ordinators should be contacted on 0113 2954642 or 07949 102490 or 07949 861139 (mobiles).
Flowchart Access to Training from Leeds Community Healthcare NHS Trust

Child’s social work (SW) or Supervising Social Worker (SSW) identifies training required by foster carer/family placement carer. SSW for the home based service identifies that training is required by home based carers. SW and SSW check enhanced CRB in place and that the individual is willing to undertake training

SW/SSW completes request for training form and sends to relevant service.

SSW checks that the individual has had pre-requisite training e.g., basic resuscitation, moving and handling.

Service receiving request acknowledges receipt using standard acceptance letter for service.

SW/SSW completes the relevant sections on the interventions form, including consent with child’s parent. SW may complete where corporate parent applies.

SW/SSW receives acceptance letter and contacts the health provider to arrange dates for training.

SW/SSW gives part completed intervention form to foster carer/family placement or home based carer to give to trainer.

Trainer provides training.

Trainer completes the form following training and issues competency certificate to individual being trained.

Trainer retains one copy of documentation and SW/SSW retains a copy.
1. **Child’s Name and Date of Birth**

2. **Name, Address and Telephone Number of Family Placement / Foster Carer/ Home based carer who has agreed to carry out the nursing procedure**

3. **Name, Address and Telephone Number of Child’s Consultant**

4. **Name, Address and Telephone Number of Child’s GP**

5. **Procedure(s) Required**
6. Parental Consent: I/We give permission for the above Foster Carer/Home based carer to carry out the procedure as agreed above for my child:
Signed: Date:
Signed: Date:

7. Name, Professional Title, Address and Telephone Number of Qualified Nurse who has trained the carer in the Procedure.

8. Procedure | Date Taught

9. Signature of Qualified Nurse confirming training has been given:
Signed: Date:

10. Signature of Foster Carer/Home Based Carer to confirm that they feel competent to carry out this procedure:
Signed: Date:

RISK ASSESSMENT – To be completed by qualified nurse professional
<table>
<thead>
<tr>
<th>a/</th>
<th>Why is this nursing procedure required for this child?</th>
</tr>
</thead>
<tbody>
<tr>
<td>b/</td>
<td>What are the risks if the procedure is not undertaken in respect of the child?</td>
</tr>
<tr>
<td>c/</td>
<td>Identify any risks for the child associated with this nursing procedure</td>
</tr>
<tr>
<td>d/</td>
<td>How have these risks been addressed?</td>
</tr>
<tr>
<td>e/</td>
<td>Who is authorised to undertake this procedure?</td>
</tr>
<tr>
<td>f/</td>
<td>Outline the review arrangements in respect of this procedure.</td>
</tr>
</tbody>
</table>

The foster carer/family placement carer/home based carer will let their supervising social worker/link worker know if there are any concerns or changes to the nursing procedure they have been trained in respect of a child and further training will be given by the nursing service.

Where there are no changes and no concerns the nursing training will be discussed and reviewed annually as part of the foster carer/family placement worker/home based carers review. A discussion will be held to ensure that the procedure is still being administered by the carer, that the carer continues to feel confident and that there have been no changes.

The foster carer/family placement worker/home based carer will be invited to attend a yearly meeting with the Leeds Children’s Nursing Team, School Nursing Team, and nursing representatives from the acute trust where any nursing issues and practice issues will be discussed.

Arrangements can be reviewed at any time where this is deemed appropriate by any parties and further training given.

This plan has also been agreed by the following:
i. Supervising Social Worker Signed:

ii. Family Placement or Fostering Team Manager Signed:
REQUEST FOR TRAINING FORM:

To be completed where training is required for nursing interventions.

Completed form should be sent to appropriate service (see Training agreement).

Training requested from:

- LCN+BT
  (Children's Nursing and Butterfly Team)

- Specialist Nurse – LTHT

- Inclusion Nursing team
  (Previously known as SILC Team)

CHILDS NAME:

D.O.B:

ADDRESS:

SITE WHERE TRAINING TO BE DELIVERED E.G. NURSERY, SCHOOL NAME:

TRAINING REQUIRED:

NAME OF REFERRER:

Contact number for referrer:

Signature:

Date:
EXAMPLE: STANDARD REFERRAL ACCEPTANCE LETTER - NURSING

Leeds Community Children’s Nursing Service
Leeds Children’s Nursing and Butterfly Team
Hunslet Health Centre
24 Church Street
Hunslet
Leeds
LS10 2PT

25 June 2011

Mrs A.N.Other
The Nursery
Blacksmith Lane
Leeds
LS6 4GQ.

Dear Madam

Re: Referral for Training to Staff working with: CHILDS NAME and d.o.b.

I accept your referral for training on condition that:

The interventions requested are identified in your agencies Training Agreement with the service or have been approved as appropriate following a child specific planning meeting.

That staff to be trained have received appropriate Statutory and Mandatory training relevant to the subject to be taught e.g. Resuscitation.

That Risk Assessments have been completed by your organisation as applicable e.g. re: Oxygen storage.

That the appropriate Interventions and Consent Form has been completed ,which should include Consent for training given by Parent /Person with Parental Responsibility and confirmation that staff to be trained have an enhanced CRB in place.

That appropriate referral processes have been followed as per agreement.

Please can you contact me with the names of staff to be trained once confirmed and to arrange appropriate dates for training to take place.

Yours sincerely
**TRAINING AGREEMENT – REVIEW RECORD**

INITIAL AGREEMENT DATE JANUARY 2003

1\textsuperscript{st} REVIEW 25\textsuperscript{th} FEBRUARY 2004

INTERIM REVIEW 13\textsuperscript{th} OCTOBER 2004

2\textsuperscript{nd} REVIEW 13\textsuperscript{th} APRIL 2005

3\textsuperscript{rd} REVIEW 5\textsuperscript{th} APRIL 2006

4\textsuperscript{th} REVIEW 19\textsuperscript{th} APRIL 2007

5\textsuperscript{th} REVIEW 15\textsuperscript{th} APRIL 2008

6\textsuperscript{th} REVIEW 5\textsuperscript{th} MAY 2009

7\textsuperscript{th} REVIEW 17\textsuperscript{th} MAY 2010

8\textsuperscript{th} REVIEW 20\textsuperscript{th} JULY 2011

9\textsuperscript{th} REVIEW 3\textsuperscript{rd} JULY 2012

10\textsuperscript{th} REVIEW 19\textsuperscript{th} SEPTEMBER 2013
ADDENDUM TO TRAINING AGREEMENT – FAMILY PLACEMENT / FOSTER CARERS

Addendum dated from 5th April 2006

1. Eligibility Criteria – interventions list – Add: Buccal Midazolam

2. Point 5.1 Add – Acute Trust Staff. In to the brackets.

3. Update the front of the agreement and add appropriate logos – also update logos on documentation.

Addendum dated from 19th April 2007

1. Amend PCT logo and title through document.

2. Amend revision date.

   Risk Assessments as applicable in place e.g. Oxygen.
   Cross-reference to Complex Discharge Planning pathway - including discharge training.
   Point 5 Remove the words “Family Placement”.
   Point 5.3 Insert a sentence re: other procedures having appropriate packs In place.
   Point 6 Add sentence re: Nursing Staff not training unless Parental Consent Is in place.
   Point 7 The arrangement re: annual event will stay in place – but be
   Reviewed next year following an evaluation of the event led by Kay and her team.

Addendum dated 15th April 2008

1. Amend Leeds City Council Logo on front and throughout document.

2. Change title from Social Services Department to Children and Young People’s Social Care on front page and throughout document.

3. Update version control section.

4. Add Fostering/Foster Carer alongside Family Placement/Family Placement Worker as relevant throughout document.

4. Point 2.2. Add statement regarding completion of documentation.
   Point 4.3. Amend title of Intervention Form.
   Point 6 Amend title to read Social Care Staff not Social Services Staff.
   Point 6.1 Refer to amended appendix document.
   Point 8 Change title on signature lines for Leeds Primary Care Trust and Leeds Children’s and Young People’s Social Care.

Appendix (i) Amend logos and rename document.
Appendix(ii) Amend title of Nursing Procedure document.
Appendices - Add in Referral form and response letter.
Update - Training Agreement –Review Record.
Update – Addendum for April 2008.
Addendum dated 5TH May 2009

1. Amend Leeds PCT Logo and name on front page and throughout document.

2. Amend pages 7 and 11 to clarify mainstream school nurses involvement in process and update telephone number for SILC Co-ordinators.

Update – Training Agreement – Review Record.
Update – Addendum for May 2009.

Addendum dated 17th May 2010.

1. Update version control section on front page.

2. Page 4 first sentence -wording changed to read – “that all procedures are followed and all documentation is completed (see Appendices i-iv)”.

3. Page 4 title of document changed to read – “Identification of Procedure and Parental Consent Form Family Placement Medical Form 1”.

4. Page 4 Point 5.2 Special School Nurse changed to SILC Nurse.

5. Page 7 1st paragraph amended to read “. For children on short break placements this form should be completed in addition to the CSIR 35 or other placement agreements.”

6. Page 7 a) amended contact details for LCNT to read based at Hunslet Health Centre 0113 2761294”

7. Amendment to contact arrangements for School Nursing –SILC and mainstream.

8. Page 9 change to title of form to reflect title used in Family Placement Procedures now reads “IDENTIFICATION OF PROCEDURE AND PARENTAL CONSENT FORM FAMILY PLACEMENT MEDICAL FORM 1.”

9. Page 11 –changed DOB and address positions round on document

10. Page 11 - added Contact Number for Referrer

Addendum dated 20\textsuperscript{TH} July 2011

1. Name and logo for Leeds Community Healthcare NHS Trust updated throughout.
3. Page 7 nasal gastric changed to naso gastric.
4. Page 11 addition to section F of the Risk Assessment.
6. Page and address changes on Sample letter.
7. Remove statement last page re: Befrienders.

Addendum dated 3\textsuperscript{RD} July 2012.

1. Front page- change LCH logos and throughout the document.
   Change from Children and Young Peoples Social Work Service - Leeds City Council.
   Change from Leeds Teaching Hospitals Trust to Leeds Children’s Hospital @
   Leeds Teaching Hospitals NHS Trust
   Added version date - VERSION UPDATED-JULY 2012
   Changed August 2011 to July 2012

2. Page 2 Introduction - Changed Sitters in title to Home Based Carers.
   Change Respite Care in first paragraph to Short Breaks
   Changed Children and Young Peoples Social Care of Leeds City Council to
   Children and Young People’s Social Work within the Complex Needs Service part
   of Leeds City Council.
   Changed The Leeds Teaching Hospitals Trust to Leeds Children’s Hospital @
   Leeds Teaching Hospitals NHS Trust.
   Changed sitters in 2\textsuperscript{nd} test paragraph to home based carers.

   Page 2 Eligibility Criteria – Changed foster carer in first paragraph to foster carer,
   family placement worker or home based carer.

3. Page 3 changed foster carer in first paragraph to the foster carer, family placement
   worker, home based carer.
   In bullet point 4 changed foster carer to foster carer, family placement worker or
   home based carer.
   In bullet point 5 put a before qualified.

4. Page 4 The Carers - changed sitters to home based carers.
   Insurance changed foster carers to foster carers, family placement workers or
   home based carers.
   Third paragraph changed foster carers to foster carers, family placement workers
   and home based carers.

5. Page 5 Section 6.1 Added - Link Workers /Supervisors within the Sitting Scheme
   will be responsible for this process.
   Section 7.1. added Home based carers top line and Link Worker/Supervisor 3\textsuperscript{rd}
   line.
Section 7.2 added Foster Care link worker or Link Worker/Supervisor after Family Placement link worker.

Section 7.3 added Home based Carer after Foster Care Worker on third line.


7. Page 7 added Home Based Carers to title.
   Added home based carer throughout paragraph one.
   Changed Leeds Children’s Nursing Team to Leeds Children’s Nursing and Butterfly Team.

8. Page 8 re-formatted page to move replaced to next line up.

9. Page 9 created Appendix ii –Flowchart

10. Page 11 onwards - Added Home based carer to sections 2, 6, 10 of document and in text box of section “f” of risk assessment at relevant points.
    Added Home based Carer Signed: and Sitting Scheme Link Worker Signed: in section 11.

11. Page 14 changed LCNT to LCN+BT.


13. Page 17 onwards added amendments.

**Addendum dated 19th September 2013.**

1. Page 2 vi – suppositories added

2. Page 3 - this could be done via a telephone discussion added to at the end of “In the circumstances referred to in this clause, an interdisciplinary decision will be made to ensure that the foster carer, family placement worker, home based carer and all agencies involved are in agreement that the nursing care intervention can be performed by the carer”.


4. Fostering Officers, Link Workers – now Supervising Social Workers throughout the document.

5. Page 5, 7.2 they should inform the Family Placement/Foster Care link worker or Link Worker/Supervisor who will decide what action needs to be taken changed to they should inform the Family Placement/Foster Care Supervising Social Worker and jointly agree what action needs to be taken e.g. further training, change of care.

6. Page 5, 7.3 Will be addressed by Family Placement/ Foster Care worker/Home based Carer and should follow 7.1 above changed to addressed and should follow 7.1 above.

7. Page 7 Nursing Care Interventions, suppositories added.
8. Page 7, c SILC Co-ordinators changed to Inclusion Nurse Co-ordinators.

9. Page 8 – Information for Social Workers removed – it was felt that this section no longer needed as reviews take place at the Foster Carer Review.

10. Page 8 Flowchart – names titles amended as no. 4

11. Page 13 Request for training form: LCN+BT, Children’s Nursing and Butterfly Team written in full. SILC team changed to Inclusion Team with previously known as SILC Team in brackets.