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| --- | --- |
| Allocation | Allocation of strategy duty is by calendar invitation. If you cannot do your strat duty it is your responsibility to swap and let your senior practitioner know so they can update the rota |
| Notification of strat |  By phone By email |
| Duty Staff | Contact named HV/SN to see if they are available to take the Strat |
| Pre Strat | Check childs electronic file / Capita entries |
| Identify |  Date last seen Health needs Outstanding health actions Worries and concerns |
| Health Visiting Recording |
| Pre-school child on Capita | Name | D of B | Brief reason for strat | Bullet point key information | Record outcome |
|  | Actions for health | Sign | Date | Time | Copy to School Nurse if school aged children involved |
| Save strategy request to child’s electronic file using:**Date\_Capita Number\_Strat Discussion\_HV** |

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| --- |
| **Health Visitors Strategy for a school age child** |
| Process |  On Capita find the child and open an activity without going through an involvement This will have your name in the first box and then ask you to add a service – select Health Visiting  In description box – add Strategy DiscussionA  In Memo – record your notes   School Nursing – actions for health \* (school nurses do not routinely do health assessments for children who have a strategy discussion) Look at School Nursing Teams to identify which team the child/rens school/s relates to: Ndrive- School Nursing Contact list[file:///N:\Education\ED\_SN\1%20Admin%20Folder\School%20Nurses%20Locality%20List%202018%20-%202019.docx](file:///N%3A%5CEducation%5CED_SN%5C1%20Admin%20Folder%5CSchool%20Nurses%20Locality%20List%202018%20-%202019.docx) Send a copy of your records entry on Capita and the strategy discussion invite to the school nursing duty inbox  |
| School Nursing Duty emails | SNCN@swindon.gov.uk (Central North) |
| SNCS@swindon.gov.uk (Central South) |
| SNN@swindon.gov.uk (North) |
| SNS@swindon.gov.uk (South) |

