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STANDARDS FOR IMPLEMENTING THE CHILD MEASUREMENT PROGRAMME FOR WALES

Authors:

Dr Ciaran Humphreys, Consultant in Public Health/Health Intelligence

Linda Bailey, Consultant in Public Health/Health Intelligence

Helen Crowther – Project Officer, Child Measurement Programme for Wales

Date: 18/09/14

Version: 1.2

Publication/Distribution:

- Public (Internet)
- NHS Wales (Intranet)
- Public Health Wales (Intranet)

Review Date: Autumn 2015.

Purpose and Summary of Document:

Standards for implementing the Child Measurement Programme for Wales. These standards are intended for all involved in delivering or supporting the Child Measurement Programme including nursing, child health, managerial and programme staff.

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STANDARDS FOR IMPLEMENTING THE CHILD MEASUREMENT PROGRAMME FOR WALES IN ACCORDANCE WITH THE REGULATIONS [1]

This document needs to be read in conjunction with the Regulations [1] and the Child Measurement Programme Wales (CMP) Guidelines.

PROGRAMME OPERATION

1. The Local Health Board has implemented the CMP, to support the ongoing operation of the programme:
 - The CMP is embedded into the routine service provision by local Health Board teams.
 - There is a dedicated module on the National Child Health Database for the CMP results.
 - There is a named person in place to lead the local team, who will be supported by the Public Health Wales CMP programme team.
 - There are local processes and procedures in place which meet the national CMP standards and guidelines.

MAKING THE ARRANGEMENTS

2. All children attending a reception class in any school in Wales, including maintained and independent schools are eligible for inclusion in the CMP.
3. Reception class is taken to be the cohort of children who have their 5th birthday within the school year between 1st September to 31st August.
4. Arrangements for measuring of children in all relevant schools are managed by a relevant healthcare professional (see regulations for details). The relevant person in most cases will be the school nurse team lead.

TIMING OF MEASUREMENT

5. Children are measured between 1st September and 31st July of the year they are in reception class.

PARTICIPATION AND WITHDRAWAL FROM THE PROGRAMME

6. All parents are offered the opportunity to withdraw their child from the programme in advance of measurement, preferably at least two weeks before the measurements are taken. This is done through provision of written material available in both English and Welsh languages. This should include a letter from the Health Board, a copy of the CMP leaflet for parents and use of posters provided by the CMP displayed in communal areas in schools.
7. Children are not included in the CMP weighing and measuring exercise if the parent withdraws them from the programme or if the child is unwilling or unable to participate. Children who have been withdrawn from the CMP may have their heights and weights measured for other purposes, as long as appropriate consent arrangements for those purposes (e.g. routine health assessment) are in place. In such cases withdrawal from the CMP should be indicated on either:

- **CMP Scheduled Results Capture Form** containing names/address/past results of eligible children *or*
- **CMP Unscheduled Results Capture Form** to be used for children not on the pre printed form

Unless there is a specific reason, such as withdrawal, all eligible children are included in the programme.

8. If a parent or child requests the presence of a familiar person¹ during the measuring process, then arrangements are made for this.

COMMUNICATION WITH CHILDREN

9. Communication with children should be sensitive and appropriate in line with CMP, professional and local service specific guidelines.

COMMUNICATION WITH LOCAL EDUCATION AUTHORITIES, SCHOOLS AND HEAD TEACHERS

10. School Nurse Leads should negotiate a mutually convenient time and in-school location for the measurement exercise to be completed, as well as for any return for 'catch up' of outstanding measurements.

EQUIPMENT AND CALIBRATION

11. Weighing scales should comply with EU directive 90/384/EEC and be calibrated annually.
12. Stadiometers used are a portable stand-on height measure that shows height in centimetres and millimetres, (for example the Leicester Height Measure or equivalent). These must be in good working order, correctly assembled, and annually inspected for wear and tear. Wall-mounted, sonic or digital height measures should not be used.

MEASURING PROCESS

13. The arrangement for measuring should be managed by a relevant healthcare professional in line with the regulations.
14. The weighing and measuring exercise should be conducted in a room or screened area where information on the measurements is secure and cannot be seen or heard by anyone who is not assisting in the conduct of the exercise. Any familiar person accompanying a child (see standard 8) is considered to be assisting the exercise.
15. Where possible, children should be taken to a private weighing or measuring room directly from the class and not kept in a holding area before or after measuring.

¹ See 'authorised person' in the Regulations for details

16. Measuring is undertaken by a member of staff trained in height and weight measurement in line with good practice, and national and local guidelines.

RECORDING RESULTS

17. The results of the CMP measuring exercise and any withdrawals (opt outs) are recorded directly onto the relevant section of the **CMP Scheduled Results Capture Form** (exam 84) at the time of the measuring exercise (see data entry section below for further detail). The required fields are detailed in key standard 21.
18. Weight is recorded to the nearest 0.1 kg and height to the nearest 0.1 cm.
19. Results of measurement and information on withdrawal from the programme (completed CMP Scheduled/Unscheduled results capture form) are sent to Child Health records clerks for entry onto the system within two weeks of the measuring exercise. Parents written requests to withdraw their children from the programme may then be filed in the child's paper record according to local processes.

DATA ENTRY

20. Results are entered into the National Child Health Database as soon as possible, ideally no later than one month after measures are taken. All results should be entered by the 31st of August in the academic year of measurement.
21. All mandatory fields are completed for each child included in the programme. Withdrawal from the CMP is recorded on the National Child Health Database via the CMP data entry screens. Mandatory fields for local² inclusion are:
 - a. Name
 - b. Date of birth
 - c. NHS Number*
 - d. Ethnicity*
 - e. Postcode
 - f. Person who completed the measurement (Examiner code)
 - g. School code³
 - h. Date measured
 - i. Weight
 - j. Height

* It is *not* expected that that School Nurse teams will collect NHS number and ethnicity at time of measurement; however they should try to update the records with accurate information at a convenient time.

² The national CMP data set will not include personal identifiers such as name, NHS number or postcode.

³ Local code if using CCH2000, use Wales national school code in CYPRIS

The following fields are also required to be completed as appropriate:

- A. Reason to exclude from CMP** (if parents have withdrawn their child or if the measurements results in an unreliable BMI)
- **Code 1** Opted out of CMP data inclusion (parents withdrawn child from CMP)
 - **Code 2** Accurate measurements are unobtainable – this is so that children could be weighed and measured but for various reasons their measurements will not be included, e.g. a child is wearing a plaster cast, or is unable to stand straight unaided.
- B. Parent requested feedback**
- C. Reason Not Measured** (every child on scheduled list not measured)
- **Code 1** Opted out of measuring (will be excluded from appearing on re-appointment forms for Reception CMP)
 - **Code 2** Uncooperative child (will be included on any re-appointment forms)
 - **Code 3** Unwell (will be included on any re-appointment forms)
 - **Code 4** Left school (transfer out procedure will be triggered)
 - **Code 5** Session cancelled (session will be rearranged & date of exam changed on form)
 - **Code 6** Absent (will be included on any re-appointment forms)
22. All children must have the relevant school code recorded. This is essential for accurate record keeping, and is needed to ensure accuracy of the Child Measurement Programme.
23. Data entry should be in line with the Child Measurement Programme guidance.

REPORTING

24. The Child Measurement Programme is governed by a Statutory Instrument⁴ the "Child Measurement Programme (Wales) Regulations 2011" which was made under the National Health Service (Wales) Act 2006. This regulation governs:
- a. Releasing of information, together with advisory material relating to children's weight, to a parent of the relevant child to whom it relates;
 - b. Providing advice to a parent of the relevant child in relation to such information;
 - c. Releasing the information to a relevant health professional for use in accordance with good practice for the provision of care and treatment of a particular child;
 - d. Releasing the information in a form in which the child cannot be identified for use, in accordance with good practice, for surveillance, research, monitoring or audit and the planning of health services.

⁴ 2011 No. 985 (W. 142) National Health Service, Wales. The Child Measurement Programme (Wales) Regulations 2011, available at <http://www.legislation.gov.uk/wsi/2011/985/regulation/1/made>

Information for the CMP will be stored in the local Community Child Health database to facilitate 'a' to 'c' above, and will be released into the National Child Health database to facilitate 'd'.

25. Annual reports for the CMP will be published as soon as possible following the end of the academic year. This will usually be in the next calendar year.

FEEDBACK OF RESULTS AND FURTHER ACTIONS

26. The CMP was established as a population surveillance programme, and not screening programme. However any concerns identified that health professionals have relating to the health of individual children should be addressed in line with good clinical practice, local service guidance and policy. Examples of such concerns could include safeguarding concerns or concerns about the height or weight of an individual child.
27. Parents who request the results of measurement for their own child should receive them. There is no expectation that results from the Child Measurement Programme should be given automatically to all parents. This is a decision for determination at local health board level, and will be the responsibility of the local health board to implement.

For any clinical concerns about an individual child's weight, the clinical rather than epidemiological thresholds for BMI should be considered. Please refer to the Child Measurement Programme Guidelines and to the relevant NICE guidance⁵ for further information.

TRAINING AND SUPERVISION OF STAFF

28. School nursing and child health records staff involved in the programme should receive appropriate training from local trainers. This can be supplemented by use of the CMP training videos for staff, available on the CMP website, and through use of the NHS Wales e-learning package.
29. There is further guidance on training for the CMP in the CMP Guidelines.
30. Delegation of any elements of the Child Measurement Programme must be in line with the "All Wales Guidelines for Delegation"⁶ However responsibility and accountability for local delivery of the programme should remain with a registered health care professional at all times.
31. CMP training should be provided to all new staff. Update training to all staff involved in the programme should be provided if there are any significant changes. All staff should undertake the NHS Wales e-learning module for the Child Measurement Programme annually.

⁵ National Institute for Health and Care Excellence (NICE) "Clinical guidance 43 – Obesity: Guidance on the prevention, identification, assessment and management of overweight and obesity in adults and children" London 2006.

⁶ All Wales Guidelines for Delegation September 2010 available at <http://www.wales.nhs.uk/sitesplus/documents/829/All%20Wales%20Guidelines%20for%20Delegation.pdf>

QUALITY AND AUDIT

32. Local health board staff are advised to undertake an annual audit of the programme, including process, measurements and data entry to ensure delivery is in line with the CMP standards and guidelines.
33. Each Health Board lead is asked to provide annual assurance in the form of a completed template to the CMP Programme Office. This will be requested during the summer term.
34. Any issues or incidents arising from delivery of the Child Measurement Programme, and audit and assurance of the CMP should be dealt with and reported in line with local policy, including risk management and clinical governance policies. The CMP Programme Office should be informed of any local incidents and issues also.