

Aleana House Annual Report

Report of November 2014

Required under Part 7 Section 23 (1)(d) and section 23 (2) (a)

Aleana House is the base of childrens respite services provided by Ard Aoibhinn Services. Services provided include:

- An afterschool service
- Residential respite
- Saturday service
- Home based
- Home from Home

As Manager of services I would regularly be present at Aleana on an announced and unannounced basis. In conjunction with my visits the Person in Charge (Geraldine Roche) would also visit announced and unannounced and carry out audits. Unannounced visits in 2014 were :

Review of Quality safety of care and support

Each Child on admission has a document called 'All about me' completed in conjunction with the child's parent/guardian. This document sets out the expectations and wishes of the child and their support needs. A respite review summary form is also completed for each child on each occasion of respite break.

Where a child attends irregularly this document would be reviewed with the parent prior to re-admission to a residential break.

On my visit of records that I viewed confirmed that this was happening.

Staffing

Staffing in Aleana house is based on individual/group needs of each child. Staff work allocations are completed at least 6 weeks in advance of service. Nursing or care staff are rostered to work depending on the individual needs of children.

The rosters are completed in advance and are reviewed by the Person in charge and at intervals by the Manger of Services.

I am satisfied that previous rosters and current rosters satisfy the needs of individual children

Aleana House aims to have a staff meeting every 6 weeks to discuss any details regarding the house. The minutes of the staff meeting are kept on file in a folder in Aleana House. These meeting have proved to be very beneficial for staff, ensuring they are kept up to

date with any information regarding the house or their work and also as a guideline for meeting goals.

This year staff have received training in areas such as Fire Safety, First Aid, Manual Handling, CPI, Diabetes Awareness, Infection Control, Medication Training, Child Protection and Clamping.

Health And Safety:

The Ancillary Safety statement is located in the health and safety folder in Aleana house office. It was completed by CNM1 Marie Dowling and CNM2 Geraldine Roche on the 3rd of March 2014. The next planned review date is March 2015. All staff in Aleana House have been made aware of its contents.

Fire Drills are carried out at least once a month in Aleana house and staff are arranging the fire drills so that all groups of children have been involved in same. Any child who has presented with difficulties evacuating the house has an individualised fire evacuation plan in the risk assessment section of their file and also located in their bedrooms when on residential respite. Otherwise there is a general fire evacuation plan located in all children's files and in clear view around the house.

The company 'Diskin Fire' service all fire equipment annually. The fire alarm system and the emergency lighting is serviced 4 times throughout the year c/o "Horizon Safety Systems". A record of these is located in section 4 of the Fire Evacuation Record Book in the office of Aleana House. All Aleana Staff received Fire Safety Training on April 1st 2014.

All General Risk Assessments carried out in Aleana House are located in the Health and Safety Folder. All individualised risk assessments carried out in relation to a particular child's personal needs are located in their personal file. All risk assessments are reviewed on a regular basis.

The Accident & Incident record show that there have been 99 reports completed in the previous 12 months, 83 relating to Client behaviour, 15 under slips/trips/falls and 1 relating to an incident on vehicle.

50% of all behaviour incidents involve 2 children. A behaviour therapist has been allocated to conduct assessments on these children and draw up a Positive behaviour support plan. Monitoring of incidents will continue over the next 3 months.

External Inspections

Hiqa carried out an inspection on the 29th of May 2014. Aleana House overall got a very positive report. The two areas that were non compliant were "statement of purpose" and "workforce". Hiqa asked for a child friendly version of the statement of purpose which

has since been completed and made available to all children. The child friendly version is located in the hall way of Aleana house and all children have been made aware of its presence.

Under workforce it was identified that a formal system of supervision was not operational. Since this inspection a new system of staff supervision has been implemented and all staff have since received at least one formal session of supervision. Records are being kept.

A registration inspection was due to be carried out in August but has since been rescheduled due to the absence of building documentation. The HSE has a plan of action in relation to this and Aleana House in on the list to be visited for the purpose of providing this documentation

Compliments and Complaints

The compliments and complaints folder have been implemented in Aleana house this year and all staff have been made aware of same. They contain all complaints/compliments reported to Aleana staff and methods of resolution/action for each. These folders have been kept up to date by CNM1 Marie Dowling.

Conclusion

Aleana house continues to provide high quality relevant respite services. The staff are committed to the task of providing these services and this is evident in the verbal feedback from parents through the Laision Nurse counsellors who feed this through the FSAT group and from interacting with children attending the service.

Additional support in relation to Positive behaviour support would be helpful to assist the staff and I will look at this for the coming year.

Budget cuts from the HSE for 2014 and 2015 will have an impact on the quantum of service available and this will be addressed in February 2015 with the new allocation for 2015.

Gerard Heaney
Manager of Services