

## Aleana House Annual Report

### **Report at December 2015**

#### **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. Aleana house strives to provide a respite service under a family centred framework. There is close liaison with parents/guardians, healthcare professionals and school teachers which ensure a high standard of service delivery resulting in a respite service that is tailored to meet the individual needs of the children. Other agencies closely affiliated with Aleana House include primary and secondary schools attended by the service users, liaison nurses, psychologists, occupational therapists, physiotherapists, behaviour therapist and various other members of the multi-disciplinary team.

Aleana house caters for children under the age of 18 years with an intellectual disability and/or autism who may also present with high medical/physical needs and/or behaviours that challenge. Referrals for Aleana House are made through the family support allocation team. Children are usually refereed in to this team by the LNC or Social worker. The majority of children who attend Aleana House also attend their local primary school or St Patricks School in Enniscorthy.

#### **Services provided include:**

- An afterschool service operates on week days offering evening respite to children.
- Residential respite takes place every second weekend. This is increased in the month of August due to school holidays. Aleana house offered residential respite for 3 consecutive weeks during this time in 2015
- Saturday service runs from 11-5 and in 2015 Aleana House has been able to run an additional two Saturday groups allowing for Saturday respite to take place every weekend.
- Aleana House has also been involved in home based respite services which allows respite to be carried out in familiar surroundings within the child's home.
- The Home from home service has also been ongoing during 2015.

All these services focus on each child's individual needs and activities are planned around these. This year children were involved in various activities which included social outings, creative play, sensory play, developing and learning of life skills.

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 2015 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.

Records of “Daily Respite Plans” are located in a folder in Aleana house office. The children’s “Likes and Dislikes folder” regarding food preferences or allergies is located in the kitchen. This is beneficial as it ensures children who have difficulties in communicating food preferences are clearly understood.

In addition all children have annual review this information is located in their files.

This year Aleana has implemented visual choice folders and has a white board on display in the sitting room in order that children can identify which staff are on duty as well as a choice of activities and menu.

On my visits, those records and folders 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, Social care 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 myself as 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 6-8 weeks to discuss any details regarding the running of the house and support needs of the children house. The minutes of the staff meeting are kept on file in a folder in Aleana House. These meetings have proved to be very beneficial for staff, ensuring they are kept up to date with information regarding the house or their work .Staff meetings were held on 20th Jan, 3rd March, 19th May, 18th June, 1st Dec 2015.

Aleana house staff also meet daily prior to any respite service to plan the day/ weekend for the children

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.

The staff structure of Aleana is as follows:

## **Board of Management**

### **Manager of Services**

Gerard Heaney

### **CNM3 (PIC)**

Geraldine Roche

### **CNM1**

Katie Whelan (acting)

### **Care Staff**

Samantha Monahan  
Karen Weston  
Tammy Murphy  
Pat Doyle

### **Staff Nurse**

Aoife Byrne  
Sheila Richardson

## **Relief Staff**

Aleana House facilitates student placements for social care and nursing students.

A behaviour therapist has been introduced to Aleana House. The behaviour therapist provides a supportive framework to help guide staff in dealing with various behaviours that are challenging.

### **Health and Safety:**

Ard Aoibhinn Organisational health and Safety Statement is located in Aleana

The Ancillary Safety statement is located in the health and safety folder in Aleana house office. This was updated by CNM1 Katie whelan and CNM3 Geraldine Roche in July 2015. The next planned review date is July 2016. All staff in Aleana House have read and are familiar with its contents.

Fire Drills are carried out at least once a month in Aleana house, and staff arrange 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 firefighting equipment annually. The fire alarm system and the emergency lighting is serviced 4 times throughout the year through c/o "Horizon Safety Systems". A record of these is located in section 4 of the Fire

Evacuation Folder in the office of Aleana House. An update on Fire Safety Training was provided in November 2015

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 there were 60 reports completed in 2015. 53 relating to Client behaviour against 83 in 2014, 4 relating to slips/trips and falls against 15 in 2014, 2 manual/patient handling and 1 medication error.

48% of client behaviour related to 2 children, however this is a decrease from 2014 following the introduction of behaviour support plans

### **External Inspections**

Health information and quality Authority carried out a registration inspection Feb 2015. Aleana House overall got a very positive report. A number of areas were deemed to be non compliant and these areas have been addressed. Registration was received in October 2015

### **Compliments and Complaints**

The compliments and complaints folder has 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 Katie Whelan.

### **General information**

A coffee morning was organised by a parent to raise money for Aleana House at the end of 2014 – This money was used to purchase new televisions for the children's bedrooms which all the children enjoyed using in 2015.

Ard Aoibhinn celebrated its 20<sup>th</sup> Anniversary on the 17<sup>th</sup> July. A number of children and family member's attended this celebration.

Three children so far this year have turned 18 years old and Aleana staff has supported both them and their families in the transition away from children to adult services services

### **Goals for 2016:**

To continue to support each child with a service that is child and family centred

To continue to support each child to reach their goals, develop life skills and keep them safe

To provide a service that is meaningful and enjoyable for each child

To ensure all the Children have FUN while on respite

To continue to plan enjoyable social outings and activities for all children according to their needs, likes and dislikes while they are in respite.

To continue to support families and children with their behaviour support plans

To assist parents and children who are turning 18 in the transition away from children services.

To meet with parents and children at their Annual Reviews”. to discuss their annual progress and goals for the future – “

To continue to keep all information, documentation and files up to date

To ensure staff up dated in all training required.

## **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 Liaison 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 has been helpful to assist the staff and I will look to ensuring this continues for 2016.

Budget cuts from the HSE for 2014 and 2015 have had an impact on the quantum of service available and this has been managed to ensure high support services are maintained

In 2016 we hope to engage more with Parents/carers through surveys and reviews to identify changes that may be required in the delivery of service and to include parent and childrens views in this report at the end of 2016

The Board of Management of ard Aoibhinn services and myself would like to thank all staff, parents and the children attending for their support over the past 12 months.

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Gerard Heaney  
Manager of Services

31st janurary 2016