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**Private and Confidential**

03 March 2017

Dear Parent or Guardian

**Re: Transfer of School Nursing Services to a new provider**

I am writing to inform you that from 1<sup>st</sup> April 2017 Central London Community Healthcare NHS Trust (CLCH) will no longer provide school nursing services to Westminster and Kensington and Chelsea schools. From 1st April 2017, School Nursing will be provided by Central and North West London NHS Foundation Trust (CNWL).

Your child's health and wellbeing is of the utmost importance to us and we are working with CNWL to ensure that there is no impact to your child's school nursing service provision and that the transition process is as smooth as possible. Many of the existing school nurses from CLCH will transfer to CNWL to allow them to continue to deliver school nursing to your child's school.

As a result of the change in provider, CLCH will be sharing your child's school nursing record and demographic information i.e. their name, address, date of birth and NHS Number with CNWL, and CNWL will continue to share the school nursing record with CLCH services providing care to your child to ensure continuity and quality of their care. Everyone working for the NHS has a legal duty to maintain the highest level of confidentiality. Your child's information will only be given to those staff who need it to provide the best possible health care within school.

If you do not wish your child's school health record to be shared, you can write to the named school nurse in your child's school **by 20<sup>th</sup> March 2017**.

Please be advised that if you inform us that you do not wish your child's school health record to be shared, we will arrange for them to be discharged from the current service. This means that their record will not be accessible to CNWL as the new service provider. If your child is subsequently seen by a CNWL service, you will be asked again (where appropriate) for your consent to share your child's record with other providers involved in your child's care.

Yours faithfully



**Janet Lewis**  
Divisional Director of Operations  
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CLCH NHS Trust