

**Services for Children and Young  
People**

**Additional School Based  
Health Services**

**Tier 3**

**September 2024**

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## 1. Status

**Approved to be used for mandatory nationwide description of services to be provided.**

**MANDATORY ☒ RECOMMENDED ☐**

It is compulsory to use this Specification when purchasing services. No Districts should use a local service specification instead of this mandatory specification.

## 2. Review History

Review History	Date
First published on NSFL	<b>September 2013</b>
<b>Amendment:</b> corrected PU in reporting requirements table	<b>October 2013</b>
<b>Updated:</b> reporting requirements (for implementation 1 July 2015)	<b>March 2015</b>
<b>Updated:</b> reporting frequency reduced, other minor editing.	<b>July 2018</b>
Content moved to updated Health New Zealand format	<b>September 2024</b>
Consideration for next Service Specification Review	<b>Within five years</b>

**Note:** In September 2024 a small programme of work moved all Service Specifications to Health New Zealand branded templates. No amendments were made to the body text or content of the Service Specification, so references to DHB, Ministry of Health or other pre-2022 reforms vocabulary will still exist. A larger programme of work to review and revise all Service Specifications is planned for late 2024 to early 2025.

**Note:** Contact the Service Specification Programme Manager, National Health Board Business Unit, to discuss the process and guidance available in developing new or updating and revising existing service specifications. Web site address Nationwide Service Framework Library: [Nationwide Service Framework Library – Health New Zealand](#)

### 3. Introduction

This tier three service specification for Additional School Based Health Services (SBHS) must be used in conjunction with the tier two School and Pre School Health Services, and the tier one Services for Children and Young People service specifications.

This service specification must be read in conjunction with following documents:

- *Improving the Health of Young People – guidelines for school-based health care* (Ministry of Health 2004).<sup>1</sup>
- *Youth Healthcare in Secondary Schools: A framework for continuous quality improvement*<sup>2</sup> (Ministry of Health 2013). (Framework for CQI)

### 4. Service Definition

The Service includes SBHS services delivered by Registered Nurses to all children and young people (the Service Users) enrolled in decile 1, 2 and 3 secondary schools<sup>3</sup>, teen parent units (TPU) and alternative education facilities. For the purposes of this specification these three facilities are referred to as 'the Facilities'.

The Service is provided in addition to school health services provided under the tier two School and Pre School Health Services service specification.

The Service includes:

- universal health, disability and youth development checks
- individual health services when these are sought by a Service User or as the result of a Registered Nurse contacting a Service User
- timely referrals to appropriate services and active follow up of referrals
- health promotion activities.

The Service will be provided in conjunction with other District funded primary and secondary services, and refer to other clinical, disability and specialist services as appropriate.

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<sup>1</sup> <http://www.health.govt.nz/publication/improving-health-young-people>

<sup>2</sup> [www.health.govt.nz/publication/youth-health-care-secondary-schools-framework-continuous-quality-improvement](http://www.health.govt.nz/publication/youth-health-care-secondary-schools-framework-continuous-quality-improvement)

<sup>3</sup> Note: Here 'secondary schools' also includes secondary school aged students that attend composite schools.

## 5. Service objectives

### 5.1.1 General

The purpose of the Service is to:

- enable Service Users to access a health service associated with their place of learning, to improve health outcomes for Service Users and to reduce health inequalities
- link the Service Users with lead primary healthcare providers to improve access to appropriate services such as mental health and alcohol and other drug services, sexual health services, nutrition, weight management and exercise services, and positive youth development programmes
- support and assist the Service Users to maximise their physical, mental and emotional health potential, thereby establishing a strong foundation for on-going healthy development.

### 5.1.2 Māori Health

Refer to the tier one Services for Children and Young People service specification.

### 5.1.3 Pacific Health

Refer to the tier one Services for Children and Young People service specification.

## 6. Service Users

The Service is for all children and young people who are enrolled in decile 1, 2 and 3 secondary school<sup>4</sup>, TPUs and alternative education facilities within a defined District catchment.<sup>5</sup>

## 7. Access

Refer to the tier two School and Pre School Health Services service specification.

## 8. Service Components

### 8.1 Processes

In addition to services provided under the tier two service specifications for School and Pre School Health Services, the Service will provide the following for Service Users:

- youth friendly services that give the Service User the opportunity to access a Registered Nurse, and that recognise the competence of young people to make decisions and to give consent for treatments and services.
- assessment and nursing services by providing:

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<sup>4</sup> Note: This includes secondary school aged students that attend composite schools.

<sup>5</sup> Also refer to the Health and Disability Services eligibility direction 2011 sections B17 and B18.

- a. Universal health, disability and youth development checks, which includes a home, education/employment, eating, activities, drugs, sexuality, suicide and depression, and safety (HEEADSSS) assessment,<sup>6</sup> to the following:
    - i. all year nine students attending decile 1- 3 secondary schools
    - ii. all students attending TPUs
    - iii. all students attending alternative education facilities.
  - b. Registered Nursing services for all Service Users to support early detection, referral and treatment of Service User's problems related to vision, hearing, behaviour and development, and other health and disability conditions, to support learning, school performance and positive youth development.
- referrals to other services and referral follow up
    - a. The Service will work with other staff in the Facilities and with other health and disability service providers to ensure that Service Users receive the health and disability support services they require.
    - b. The Service will refer Service Users to appropriate services for treatment and investigation in a timely manner.
    - c. The Service will follow up each referral to ensure:
      - i. the referral has been accepted by the appropriate service
      - ii. the Service User has received the appropriate service (ie. further assessment, treatment, support)
      - iii. the Service User is linked back to their health services providers(s), in particular, to their General Practitioner and Primary Health Organisation (PHO) and other relevant services, such as student support services
      - iv. information on the outcome of the referral is recorded in the Service information management system maintained by the provider.
  - health promotion activities.
- In collaboration with Health Promoting Schools facilitators, and relevant public health and youth development services:
- a. complete regular Facility-wide health needs assessments by collating baseline health data (for example, from quarterly reporting and HEEADSSS assessments) to identify common health needs.
  - b. support health promotion campaigns for each of the Facilities.
- support for Service User pregnancy - refer to tier two School and Pre School Health Services service specification.
  - ensuring the Service Users know who their General Practitioner is and where to go for primary healthcare outside of Facility hours. If not already enrolled, assisting Service Users and their parents or guardians to enrol them in a PHO.

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<sup>6</sup> A wellbeing assessment covering Home environment; Education/employment; Eating and exercise; Activities and peer relationships; Drugs, cigarettes, alcohol; Sexuality; Suicide, depression, mood screen; Safety; Spirituality.

## 8.2 Pacific Health

Refer to the tier two School and Pre School Health Services service specification.

## 8.3 Settings

Refer to the tier two School and Pre School Health Services service specification.

## 8.4 Equipment

Refer to the tier two School and Pre School Health Services service specification

## 8.5 Support Services

Professional advice delivered from other services to the Service, for example, Medical Officer of Health, Public Health, Oral Health Programme, Child and Adolescent Mental Health Services, Paediatric Services, Disability Support Services, Māori Health Services, and Services for Pacific People, Refugee and Migrant organisations.

The Service must recognise the importance of an integrated continuum of care as well as an effective population health focus to ensure efficient use of professional resources.

## 8.6 Key Inputs

The Service will be provided by Registered Nurses and where appropriate may also include other health professionals skilled in youth health and development. These Registered Nurses and other health professionals will work in a primary health team that has professional support and oversight, and work as per the Framework for CQI.

In addition, refer to the tier two service School and Pre School Health Services specification.

# 9. Service Linkages

Generic service linkages are described in the tier two School and Pre School service specification. In addition, the following linkages with families/whānau, communities and other agencies are important.

- a. building relationships with the Facilities, the Service Users and community, where appropriate, as per the Framework for CQI
- b. establishing an agreement between the SBHS and each of the Facilities, where appropriate, outlining accountabilities, responsibilities, and mechanisms for communication, co-operation and the safe and effective exchange of clinical and other sensitive information
- c. supporting the families/whānau of the Service User to maximise their young person's developmental and health status.



- d. supporting other Ministry, HNZ and District programmes in the Facilities such as those provided by public health nurse services.
- e. supporting collaboration between the health and education sectors. The establishment of the Service will involve a process of consultation with the Service Users, staff and the Facilities' governance, parents/guardians and the community.
- f. where appropriate, working with and sharing information with relevant local and regional services.

## **10. Exclusions**

Refer to tier two School and Pre School Health Services service specification.

## **11. Quality Requirements**

### **11.1 Acceptability**

In addition to the requirements set out in the tier two School and Pre School Health Services service specification the Service must:

- a. Have policies and a quality improvement plan that are developed from self-assessment of quality indicators as per the Framework for CQI. This framework may be updated by the Ministry from time to time.
- b. Undertake a student survey at least once a year to determine the quality and acceptability of the service.
- c. Ensure that delivery is provided in a way that recognises the cultural and social difference between the Facilities and the different needs of the Service Users, their parents and caregivers. Planning and development of the Service must take account of tamariki and rangatahi Māori and their families' needs, as well as the needs of Pacific children and young people.

### **11.2 Safety and Efficiency**

Refer to tier two School and Pre School Health Services service specification and the Framework for CQI. The Ministry recommends the following minimum ratios:

- one full time equivalent (FTE) Registered Nurse to 750 students in decile 1, 2 and 3 secondary schools
- one FTE Registered Nurse to 200 students in alternative education facilities and TPUs
- nurse leaders at a ratio of one nurse leader to 10 Registered Nurses.



## 12. Purchase Units and Reporting Requirements

Purchase Units are defined in Health New Zealand's Nationwide Service Framework Data Dictionary. The following Purchase Unit applies to this Service.

PU Code	PU Description	PU Definition	PU Measure	PU Measure Definition
COCH0031	Additional SBHS	School based health services (SBHS) services delivered by Registered Nurses for all children and young people enrolled in decile 1, 2 and 3 secondary schools, teen parent units and alternative education facilities. The Service will be provided in addition to school health services provided under the tier two School and Pre School Health Services service specification. Excludes SBHS funded under COCH0027.	FTE	Full-time equivalent staff member (clinical or non-clinical) involved in direct delivery of services to consumers. Exclude time that is formally devoted to administrative or management functions e.g. half-time coordination of a community team.

## 13. Reporting Requirements

Details of any additional information to be collected and the frequency of reporting to Sector Operations are as specified and documented by the Funder in the Provider Specific Schedule of the contract.

Each SBHS provider will report against a mandatory agreement between the provider and the District, via Sector Operations, Ministry of Health. Reporting can be submitted on the SBHS template spreadsheet, which will be provided to the Provider, or as a report from the Provider's local IT system, if it can provide the required information. The following facility level information will be reported to:

The Performance Reporting Team, Sector Operations  
 Health New Zealand  
 Private Bag 1942  
 Dunedin 9054.  
 Email [performance\\_reporting@health.govt.nz](mailto:performance_reporting@health.govt.nz).

Frequency	Reporting requirements
Annually, due January	Each SBHS provider will provide HNZ with the current continuous quality improvement plan based on " <i>Youth Health Care in Secondary Schools: A framework for continuous quality improvement</i> " (either for each individual school or a group of schools)
	Each SBHS provider will provide HNZ with a report for each eligible education facility, where purchased under COCH0031:

Frequency	Reporting requirements
	<p>Number of students in general school population surveyed about SBHS in the last calendar year</p> <p>Total number of students surveyed who had visited a SBHS health care professional in the last calendar year</p> <p>Number of students who report that their last visit with a SBHS health care professional was private and confidential (target = 100%)</p>
<b>Six monthly</b>	A summary narrative exception report, and the six monthly reporting information (as below) to HNZ as per DHB annual planning and reporting requirements for PP25: Youth Mental Health Initiatives
<b>Six monthly</b>	<p><b>Each SBHS provider will provide HNZ with a report for each eligible education facility, where purchased under COCH0031:</b></p> <p>Notes: (i) For measures that are to be disaggregated by ethnicity, include the following categories: European/Pakeha, Māori, Pasifika, Other, Total; (ii) For composite schools, report on services delivered to secondary school aged students only</p> <p>Facility name</p> <p>Facility decile</p> <p>Registered Nurse FTE at this facility (where purchased under COCH0031)</p> <p>Total school roll (secondary school aged students, disaggregated by ethnicity)</p> <p>Number of student visits to SBHS nurse in the calendar year to date (including advice, treatment and referrals, and excluding routine health assessments) (disaggregated by ethnicity)</p> <p>Number of students eligible for a routine health assessment, including HEEADSSS (all Year 9 in secondary/composite schools, all in TPU and all in alternative education) (disaggregated by ethnicity)</p> <p>Number of students that received a routine health assessment, including HEEADSSS, in the calendar year to date (disaggregated by ethnicity)</p> <p>Percentage of students eligible for a routine health assessment, including HEEADSSS, that received an assessment in the calendar year to date (annual target = 95%) (disaggregated by ethnicity)</p> <p>Number of interventions (including advice, treatment and referrals resulting from any visit or health assessment) – for sexual health</p> <p>Number of interventions (including advice, treatment and referrals resulting from any visit or health assessment) – for mental health</p> <p>Number of interventions (including advice, treatment and referrals resulting from any visit or health assessment) – for ACC</p> <p>Number of interventions (including advice, treatment and referrals resulting from any visit or health assessment) – for general health/other</p> <p>Percentage of students who had a health assessment who are within healthy BMI range (disaggregated by ethnicity)</p>

Frequency	Reporting requirements
	SBHS provider comment (include overview of plan to ensure the service will provide routine health assessments to all consenting and eligible students in the calendar year to date)

Note: the reporting template for Providers and Districts is available under 'Downloads' on the NSFL website: [Child and youth health service specifications – Health New Zealand | Te Whatu Ora](#)

## 13.1 The Register

The Provider will establish and maintain a register of all Service Users accepted into their service. This register will record the following Service User's information:

• first name and family name	• NHI number
• date of birth	• ethnicity*
• address and telephone number	
• parent/guardian/caregiver's name and address	• next-of-kin's name and address
• General Practitioner's name and address	• date of each contact
• date of referral to service	• date of exit from service

### \*Ethnicity Data Collection

Ethnicity is to be collected according to the 'Ethnicity Data Protocols for the Health and Disability Sector – 2004' at Level 2. The Protocols are available in hard copy and are also published on the Ministry's website: <http://www.moh.govt.nz/moh.nsf/pagesmh/3006>

The Protocol provides guidelines for collecting ethnicity. Where people report themselves as belonging to more than one ethnic group, use section 4.4 of the protocols to report prioritised ethnicity.

## 14. Glossary

Not required

## 15. Appendices

Not Required