

**Being a
School Nurse
Champion**

Log Book

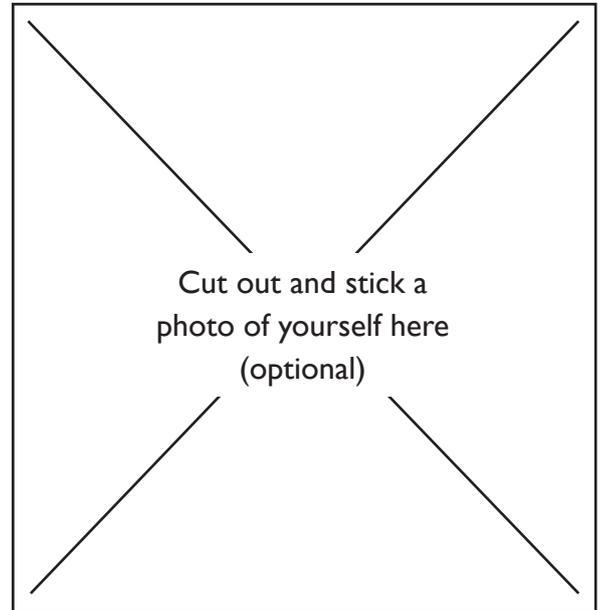


ASDAN
Registered Centre



Contents

Personal Profile	3
Welcome from BYC	4
About the ASDAN Award	5
Log Book Information	6
Award Activities	7
About My School Nurse	8
Time Log	9
Activity Pages	10
Reflection on Why I Got Involved	36
Words and Terms	37
Notes	38
Equal Opportunities Monitoring Form	39
Consent Form	41



*In order for the British Youth Council to process your ASDAN award, you must provide your full name and date of birth.

By providing the additional contact details above, you confirm that you are happy for the British Youth Council to keep your details and contact you by email or phone for communications or marketing purposes. If you would prefer not be contact by the British Youth Council, please leave these boxes blank.

My Local Coordinator

Please complete the boxes below. Your local coordinator is your first point of contact about the being a School Nurse Champion.

Welcome from BYC

Welcome to the School Nurse Champion log book.

A School Nurse Champion is a young person who volunteers to give advice to their School Nurse Service to help improve the services that young people in their area receive. Their role is to find out what other young people think about the school nursing they receive, and work with staff from the School Nurse Service to advise them on any changes they should make. Anyone can be a School Nurse Champion; you don't need any special skills or interests, just a willingness to have your voice heard and to have your views taken seriously.

This logbook has been designed to enable you to keep track of all your activity whilst completing your School Nurse Champion tasks. You'll need to complete a minimum of ten hours of varying activities in order for you to gain your ASDAN Award, this logbook has been designed to make the award as simple as possible to achieve.

We hope that by taking part in this award you'll be able to reflect on the different skills that you've learnt, develop new skills and maybe learn something new about yourself.

About the ASDAN Award

What is the award?

- ▶ The School Nurse Champion ASDAN Award has been designed to recognise and accredit the work that you undertake as a School Nurse Champion. All of the activities that you undertake as a School Nurse Champion can count towards the Award.

Who can take part?

- ▶ The School Nurse Champion ASDAN Award is open to anyone that is a recognised British Youth Council School Nurse Champion.

Why take part in the award?

- ▶ This award recognises the hard work, dedication and time commitment that you have put in to being a School Nurse Champion.
- ▶ This award will look great on your CV and/or in your Record of Achievement and provide potential employers and educational establishments with evidence that you have volunteered as a School Nurse Champion.
- ▶ This award will challenge you to try something new and reflect on all the great work that you have done.

What am I required to do?

- ▶ You must commit to completing at least 10 hours of activities, no individual activity can count for more than two hours, this is to ensure that there is a variety of activities within your log book and that lots of different skills are being used.
- ▶ You may want to meet with your School Nurse Champions Local Coordinator who will help you plan your work and help you complete your logbook.
- ▶ You must ensure you complete the whole logbook before submitting along with a moderation form. Make sure you ask for help if you need assistance filling it in.

Is competing the log book the same as writing the report?

- ▶ No. You should think of this log book like a diary. All of the activity that you are required to do as a School Nurse Champion such as attend training, organise focus groups, prepare questionnaires and report writing should be logged within this log book.

Do I get a certificate?

- ▶ On successful completion of the award, you will receive an ASDAN Award certificate that you can add to your Record of Achievement as evidence of this valuable experience.



LOG BOOK INFORMATION

This log book has been designed to assist you during the award, as a place to keep useful information, help plan and evaluate your activities and ultimately, act as a record of your participation which you can add to your record of achievement.

Throughout the award you will need to add information to the log book which will help you keep a track of what you have done, think of this log book like a diary.

We recommend that you complete the log book after each activity, rather than leaving it all to the end, this way, everything will be fresh in your mind, and it won't be such a long task to do all at once. **REMEMBER**, if you get stuck or need some assistance completing the log book, you can ask for help from your School Nurse Champions Local Coordinator.

Award Activities

Below are just a few sample entries to consider when completing your log book. Remember, that this log book should be treated as a diary of activity and not to record your results from your questionnaires or focus groups. **REMEMBER!** You only need to facilitate focus groups or questionnaires, not both

Remember, you need to complete at least ten hours in order for you to receive the award. If you need any help, contact your School Nurse Champions Local Coordinator.

Activity	Brief Description of Activity
Attend School Nurse Champion Training	Take part in a training day that explains how to carry out the role of a School Nurse Champion
Researching what a School Nurse does	Reading and learning about the role of a school nurse and making notes for myself.
Plan when to do focus groups	Work with the school to find out suitable times, facilities and assistance that I may need.
Recruit students for focus groups	Plan a method of getting students to attend the focus group, trying to get a range of different people along to the group.
Facilitation of focus groups	Running of the focus group session itself, and all the preparation and organisation required.
Compile results from focus groups	Writing up the results from your focus groups, identifying themes and trends.
Plan how you are going to distribute questionnaires	Devise how you are going distribute the questionnaires and how they are going to be collated.
Analyse the results	You will need to analyse the data from the questionnaires and present the data in a meaningful way
Prepare for the discussion day	Gathering your information, deciding how you are going to present your finding, preparing any notes.
Meet with school nurse/ service	Share your findings with the school nurse service
Compile report	Write up your final report.



School Name

School Address

School Telephone Number

School Email

School Website

Location of School Nurse Service

Name of School Nurse/Principal Contact

Time Log

To complete the Award, you will need to spend a minimum of 10 hours on your activities, no individual activity can count for more than two hours, this is to ensure that there is a variety of activities within your log book and that lots of different skills are being used. Please record below how your hours have been spent.

Hours	Activities A description of what you did, where it took place and who at-
Example	Ran a focus group at school with 8 students. I prepared the room, organised the materials, ordered some refreshments and facilitated the meeting whilst taking notes of what people had said.
1	
2	
3	
4	

5

6

7

8

9

10

11

12



Activity Pages

The following pages are to be completed after each activity. To make it easier, each page has been broken down into clear sections to help you to reflect on what you have done.

Remember, if you need assistance, you can ask for help completing the log book from your School Nurse Champion Coordinator.



Describe what you have done:

Number of hours:

What part of this activity did you *most* enjoy?

What part of this activity did you *least* enjoy?

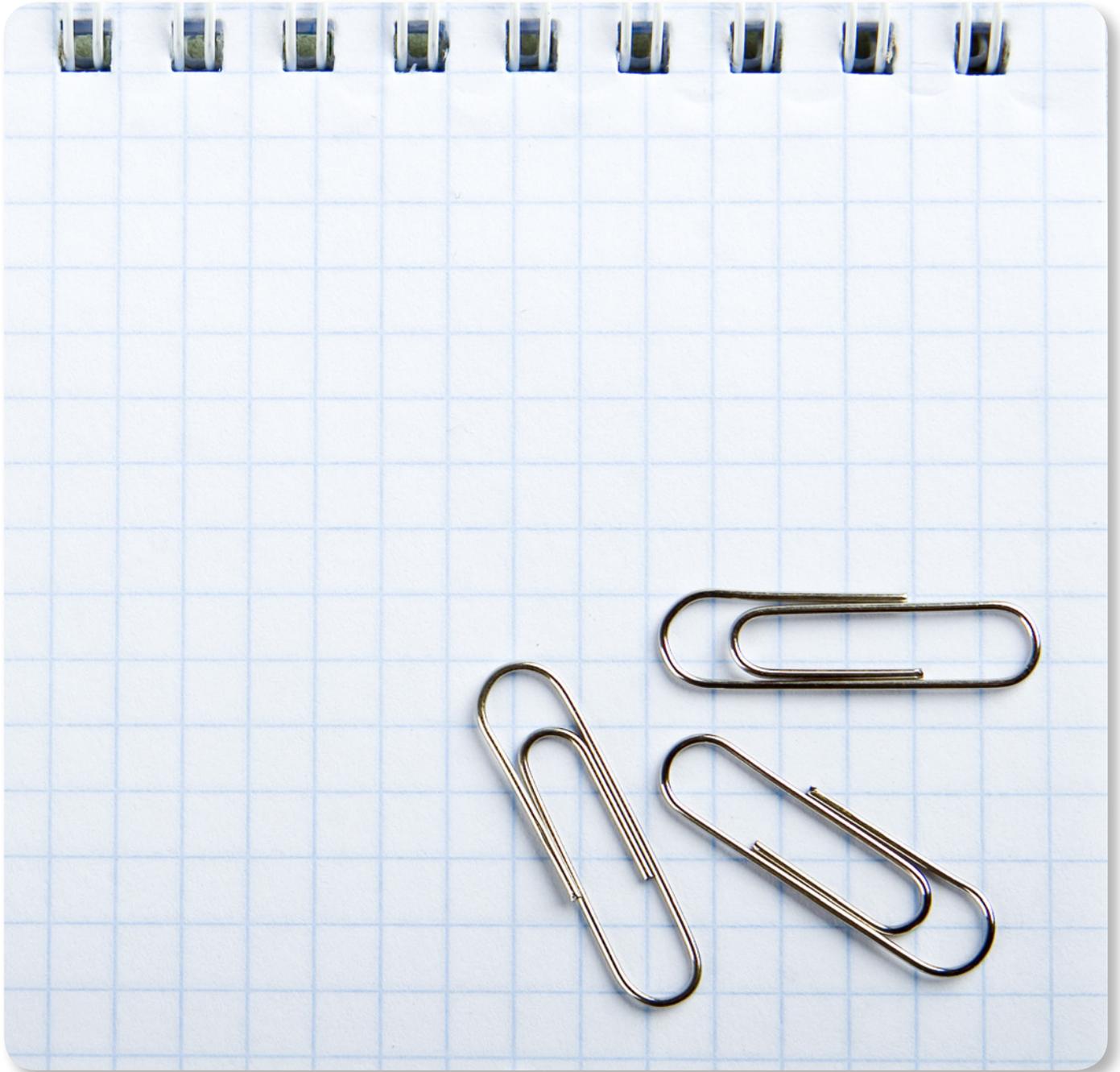
What are you going to do as a result of this activity?

Is there any part of the activity that you would like to have changed?

What skills do you think you used during this activity?

What skills would you like to develop further as a result of this activity?

Use this space for photos or clippings that you wish to stick in your log book.



Agreed by a School Nurse Champion Coordinator (signature): _____ Date: _____

I enjoyed this activity (please circle) ☺ ☹ ☹ I felt I learnt a lot from this activity ☺ ☹ ☹

I want to explore this activity further ☺ ☹ ☹ I want further information ☺ ☹ ☹



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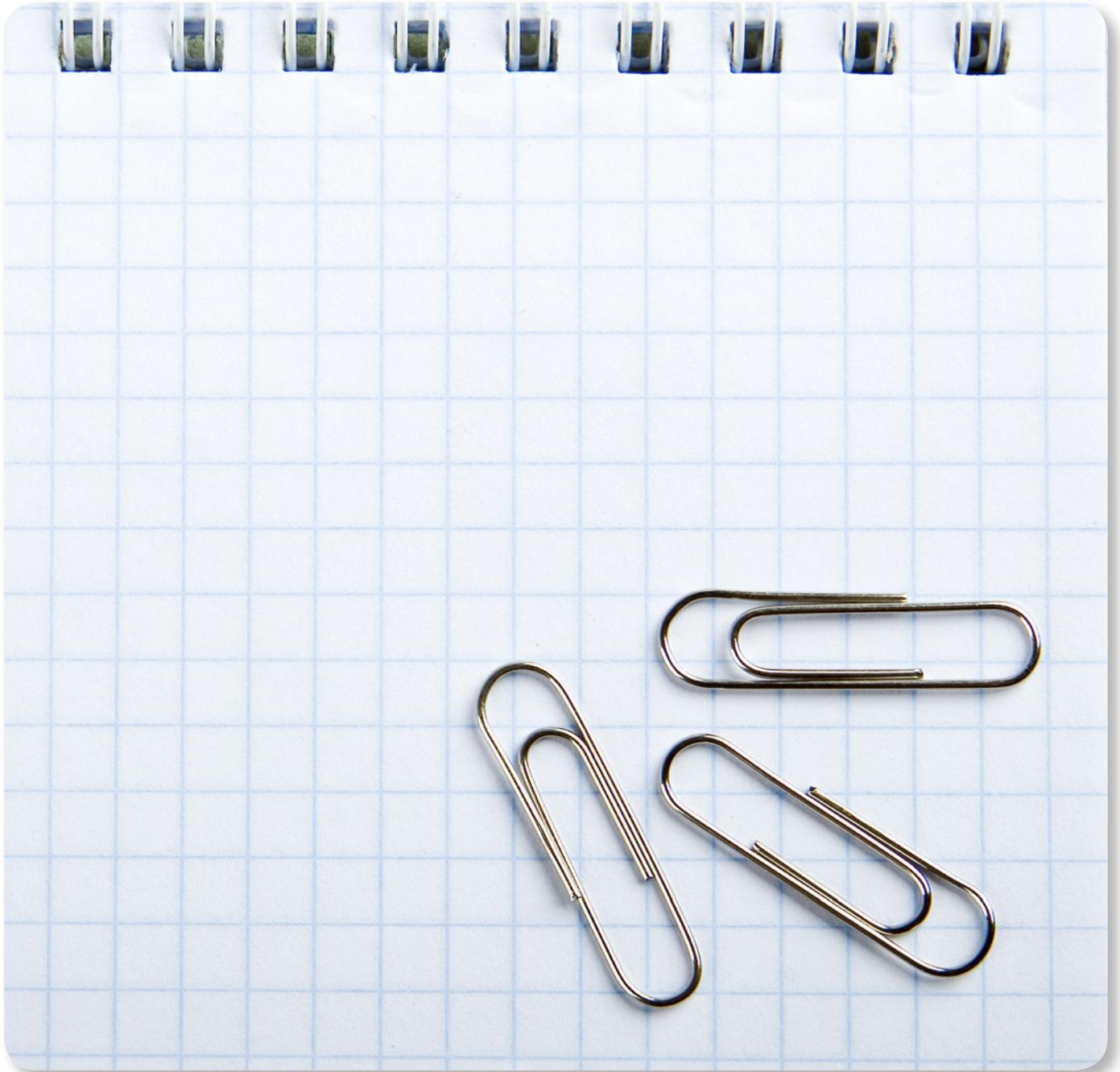
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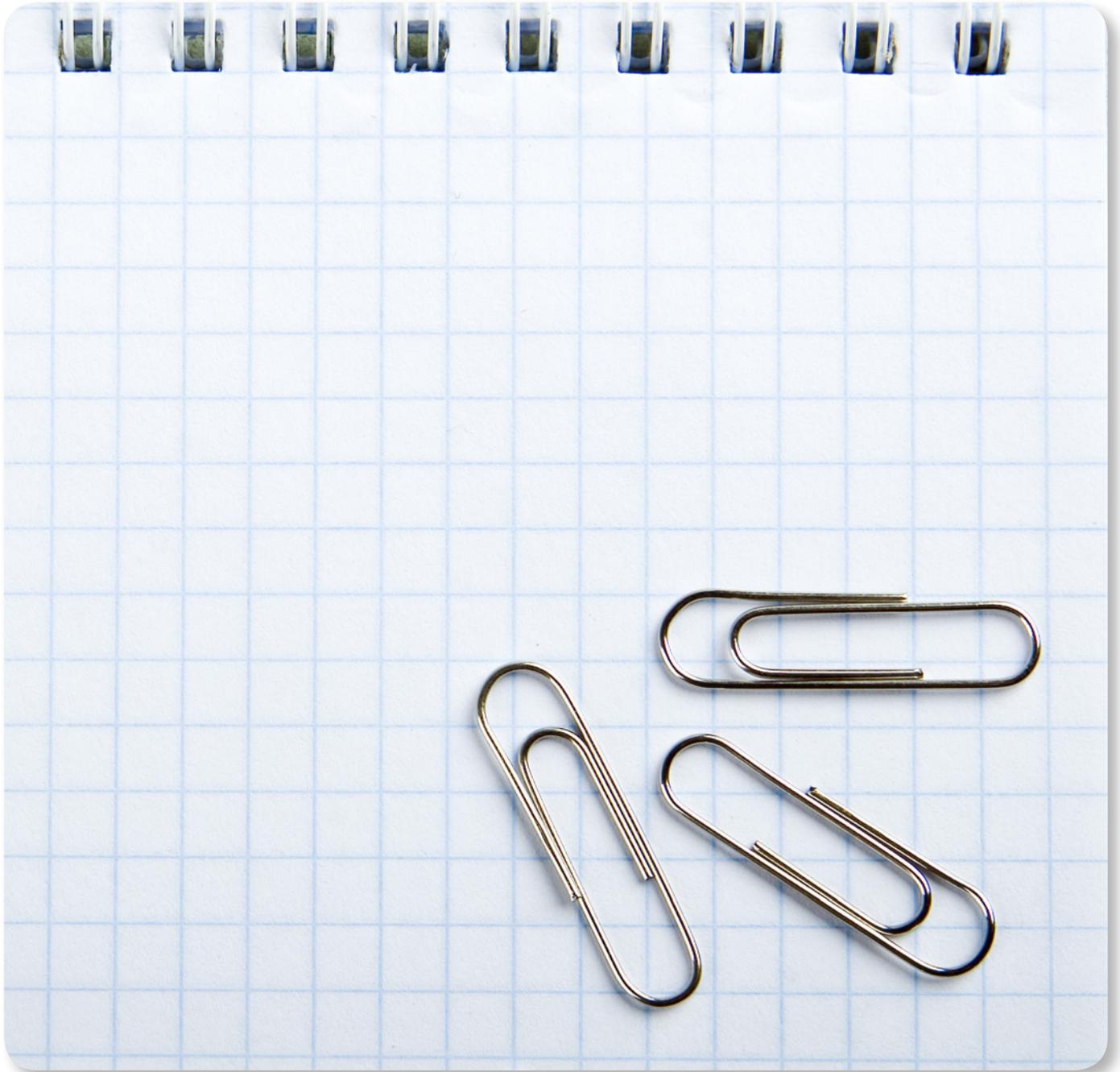
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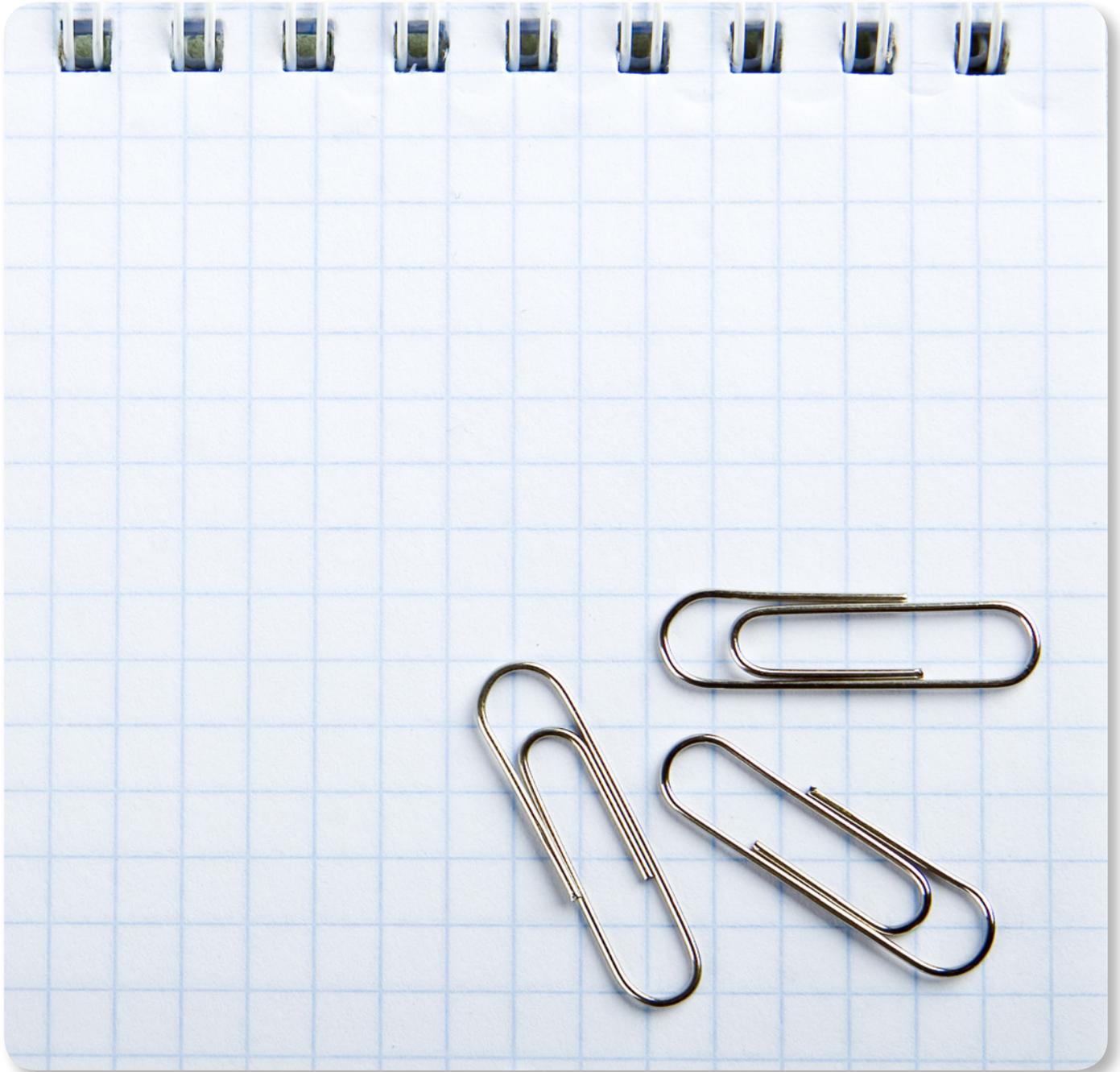
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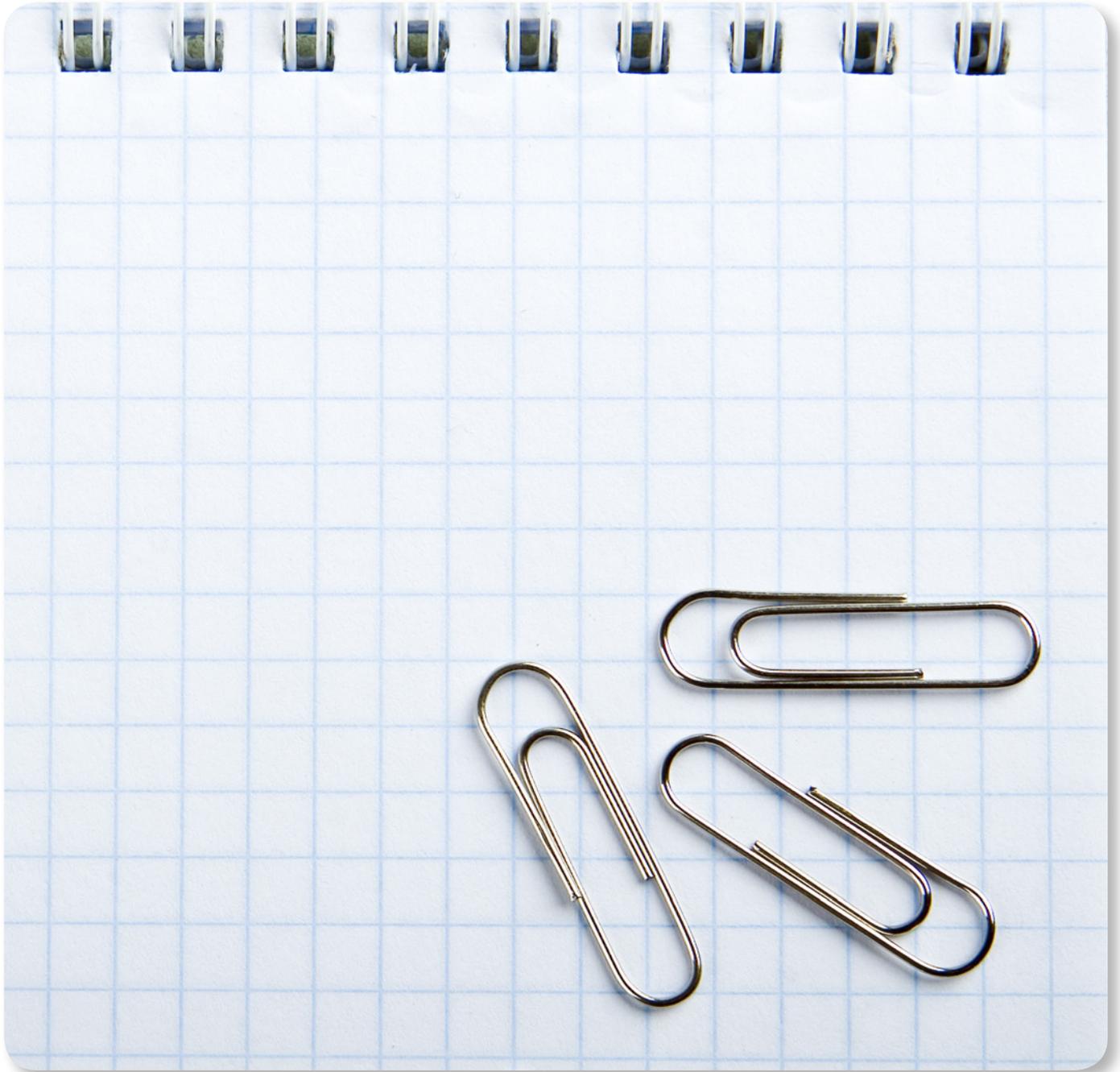
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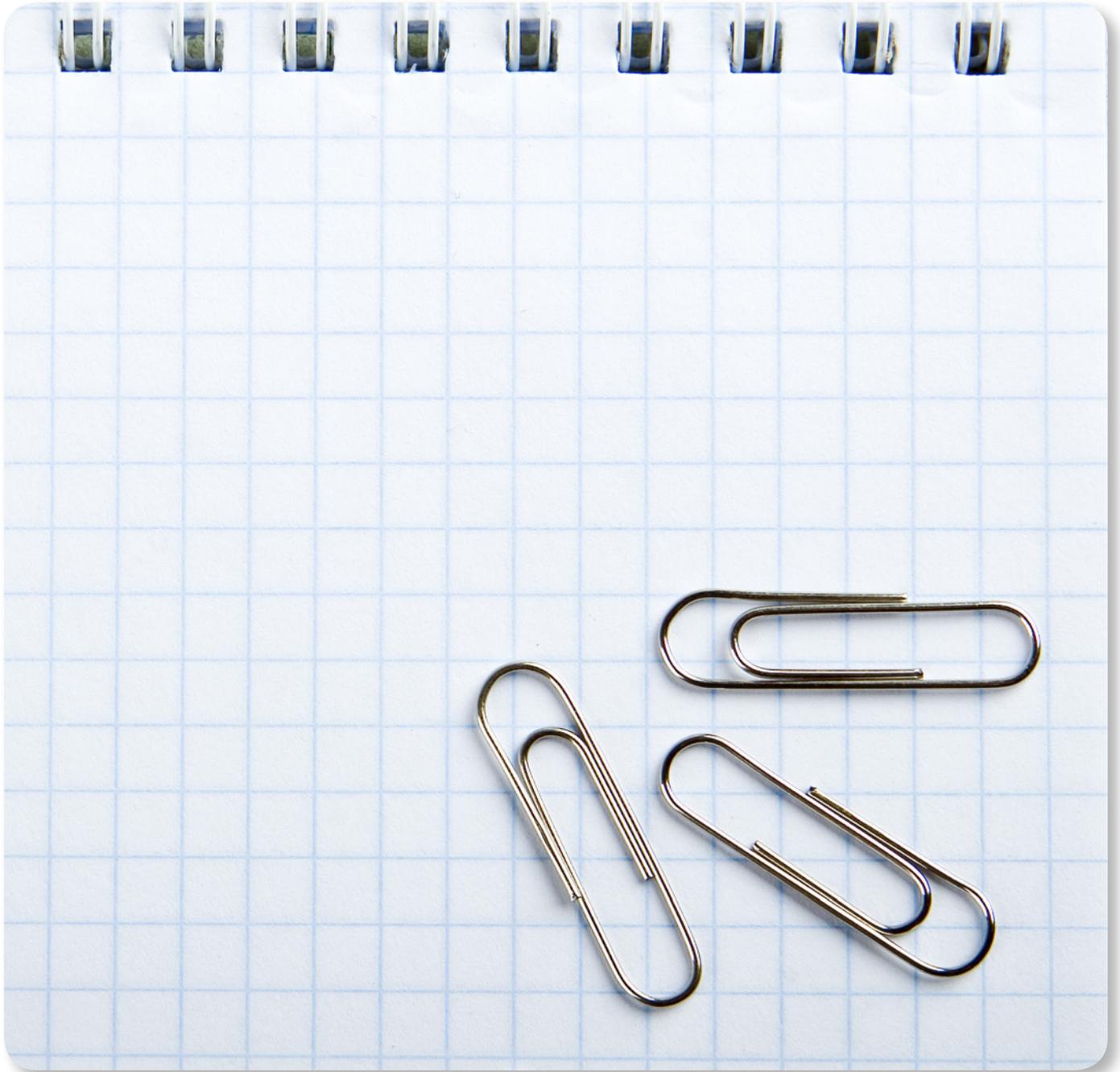
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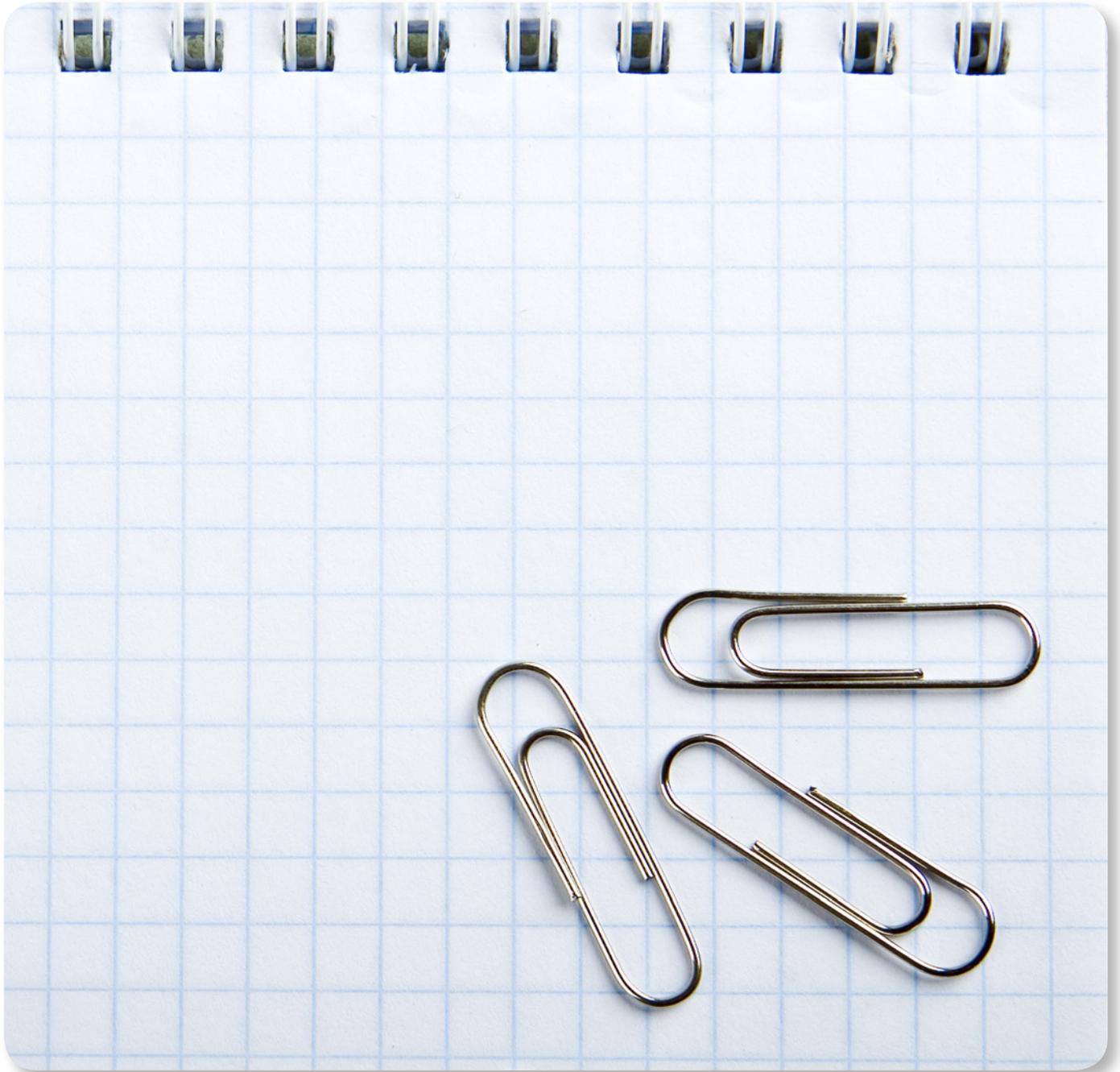
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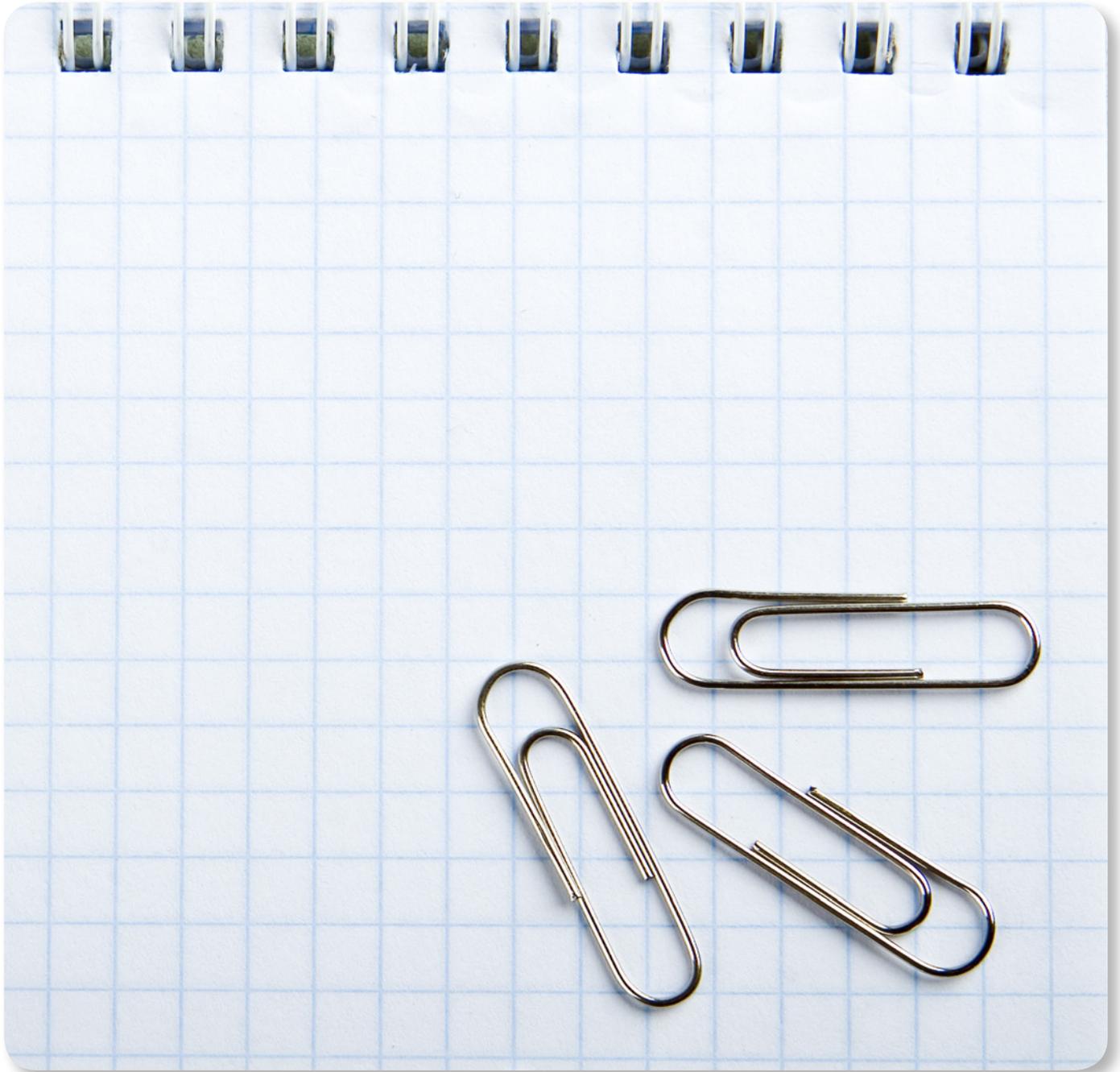
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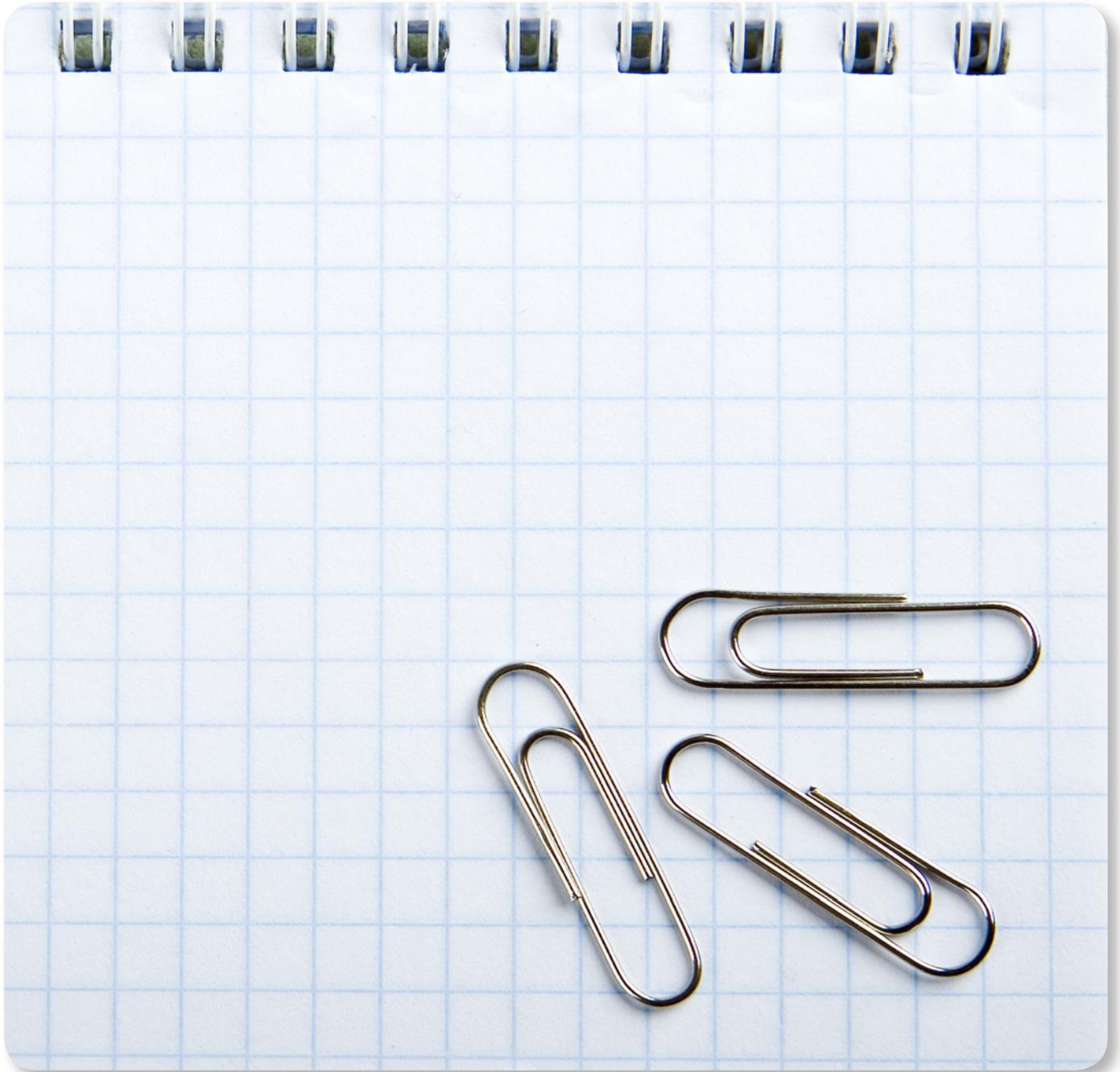
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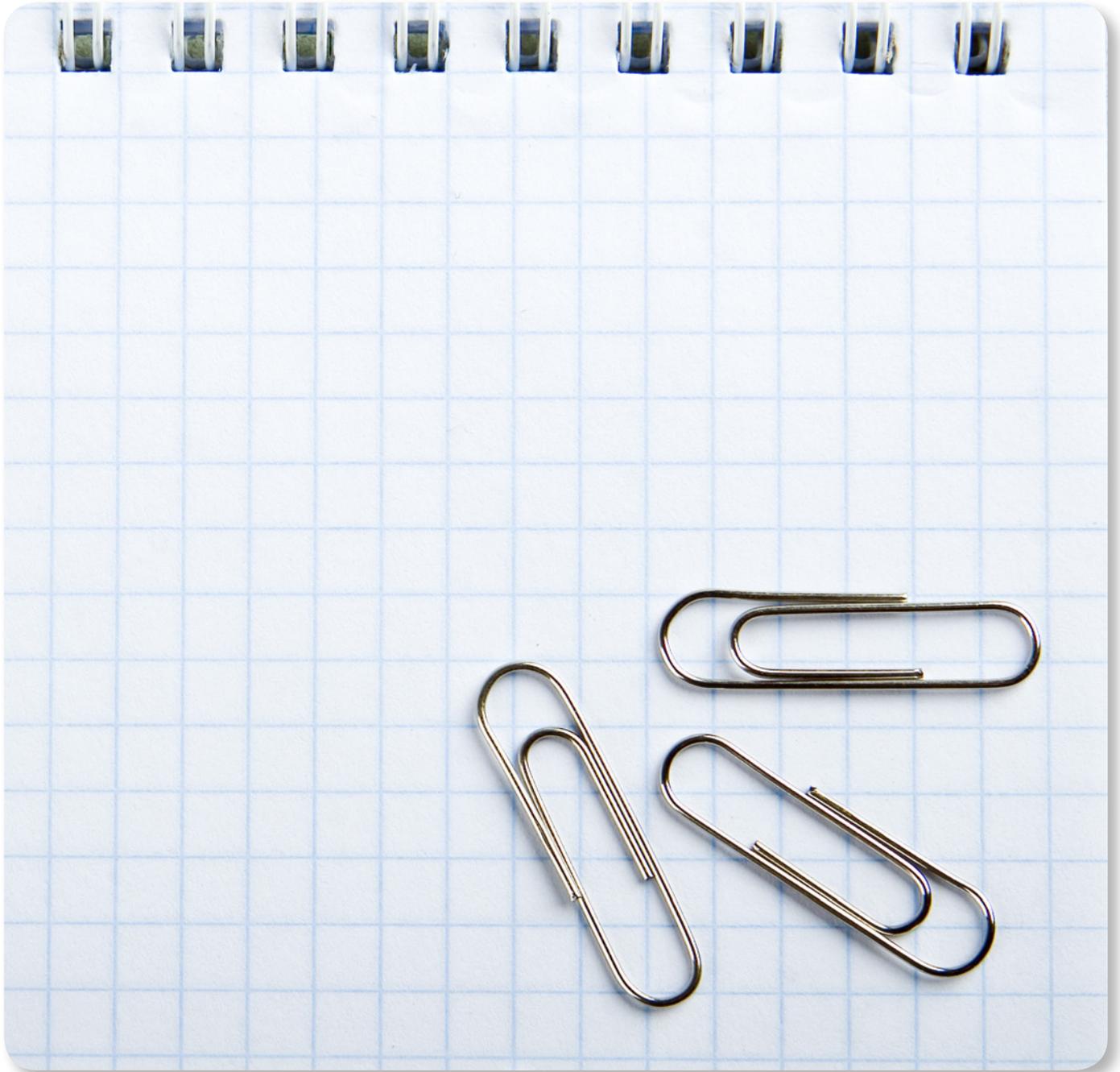
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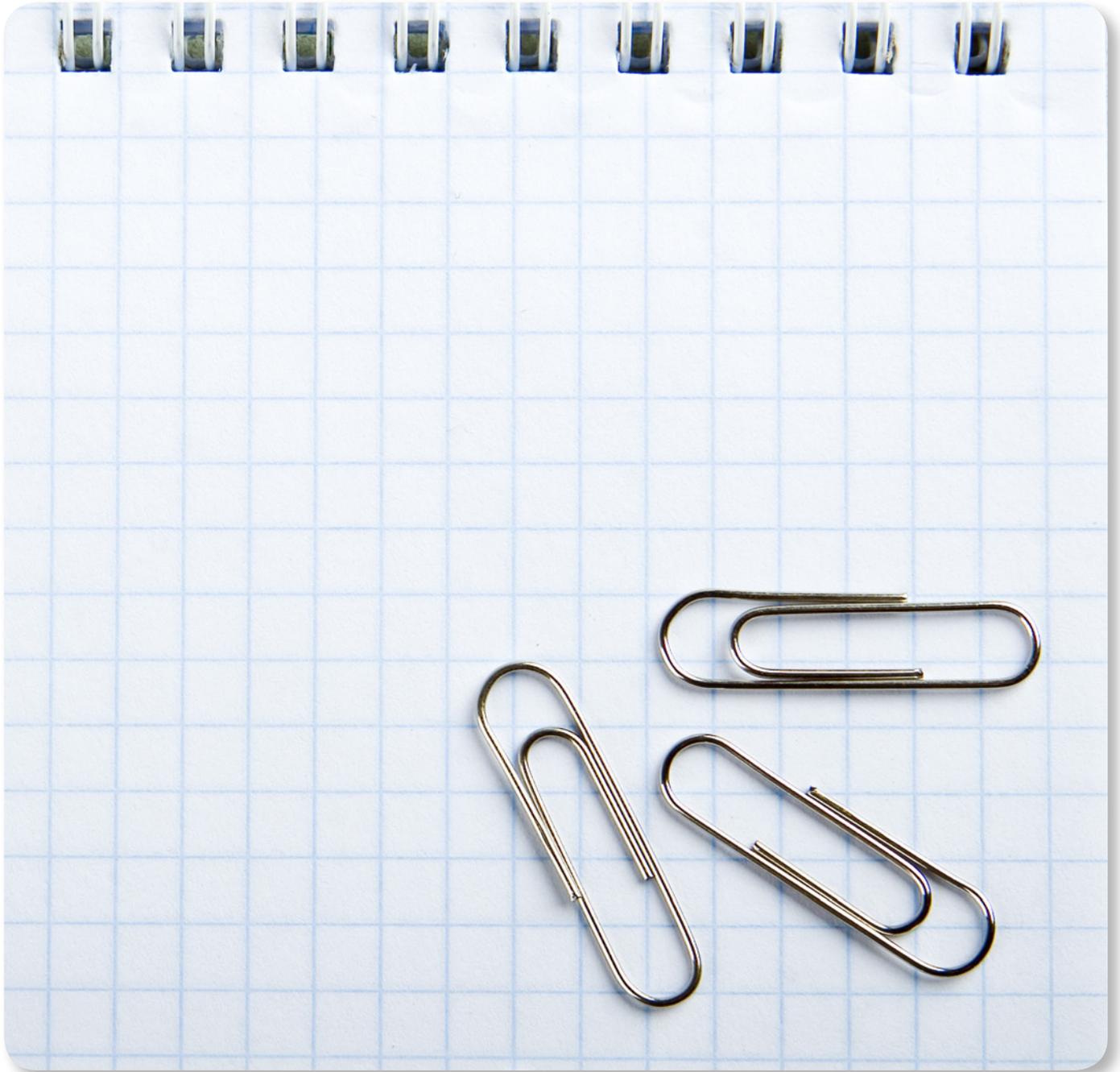
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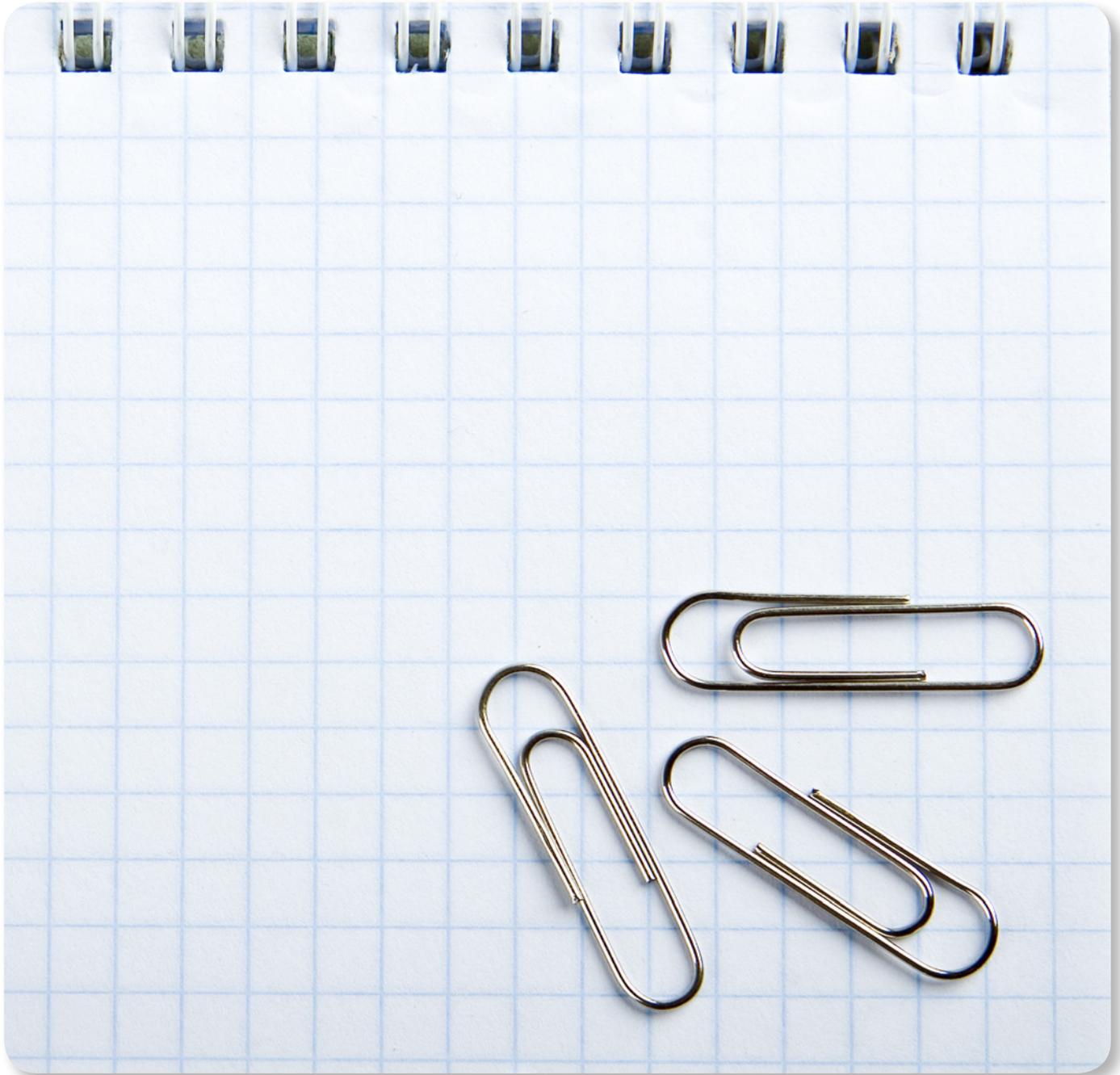
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Reflection on why I got involved

In the space below please tell us about your experiences when undertaking the award. You might want to write about:

- Why you wanted to become a School Nurse Champion
- What you learnt overall
- What was the most interesting thing you did and why
- What you might do differently because of this experience
- What skills you would like to develop further as a result of this

Notes

Equal Opportunities Monitoring Form



How old are you?

Female

Male

Prefer not to say

What is your ethnic background?

Asian or Asian British

Indian

Pakistani

Bangladeshi

Other Asian background

Dual Heritage

Black Caribbean & White

Black African & White

Asian & White

Other Dual Heritage background

Roma and Travellers

Roma

Irish Traveller

New Age Traveller

Other Traveller

Black or Black British

Caribbean

African

Other Black background

White

White British

White Irish

Other White background

Other ethnic group

Chinese

Arab or Middle Eastern descent

Arab

Kurdish

Iraqi

North African

Any other Middle Eastern background

Other

Other

Prefer not to say

Which part of the UK do you live in?

England

Northern Ireland

Scotland

Wales

What is your sexual orientation?

Heterosexual/Straight

Gay Woman/Lesbian

Prefer not to say

Bisexual

Gay Man

Other

Do you consider yourself to be disabled? YES **NO** *(if yes, please tick all that apply)*

Learning difficulty/disability

Long term or life-limiting illness

Sensory

Multiple disabilities

Mental health issues

Physical

Prefer not to say

Employment, Education, Training Status *(please tick all that apply)*

- | | | | | | |
|-------------------|--------------------------|-------------------------|--------------------------|---------------|--------------------------|
| Employed | <input type="checkbox"/> | In education / learning | <input type="checkbox"/> | Self-employed | <input type="checkbox"/> |
| Not employed | <input type="checkbox"/> | In training | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> | | | | |

What is the highest qualification you have achieved to date?

No Qualification

-
- Below level 2 *(Level 2 is 5 GCSEs at grade A*- C, including Maths & English /Scottish Standard Grade)*
- Above Level 2 *(Level 2 is 5 GCSEs at grade A*- C, including Maths & English /Scottish Standard Grade)*
- AS Level/
Scottish Advanced Higher AS Level/Scottish Higher Undergraduate degree
- Post-graduate degree Other Prefer not to say

Do you consider yourself to belong to any of these other groups?

- | | | | | | |
|----------------------|--------------------------|--------------------------------|--------------------------|----------------------------|--------------------------|
| Offender/Ex-offender | <input type="checkbox"/> | In or leaving care | <input type="checkbox"/> | Refugee or Asylum seeker | <input type="checkbox"/> |
| Low income | <input type="checkbox"/> | At risk of exclusion | <input type="checkbox"/> | Lone parent | <input type="checkbox"/> |
| Homeless | <input type="checkbox"/> | Young carer | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |
| Victim of bullying | <input type="checkbox"/> | Excluded/suspended from school | <input type="checkbox"/> | In temporary accommodation | <input type="checkbox"/> |

Do you face challenges due to: *(please tick all that apply)*

- | | | | | | |
|--|--------------------------|---------------------------------|--------------------------|------------------------|--------------------------|
| Problems with numbers/maths | <input type="checkbox"/> | Problems with reading/writing | <input type="checkbox"/> | Alcohol issues | <input type="checkbox"/> |
| Mental Health issues | <input type="checkbox"/> | Workless household | <input type="checkbox"/> | Drug issues | <input type="checkbox"/> |
| | | Living in a isolated rural area | <input type="checkbox"/> | Other (please specify) | <input type="checkbox"/> |
| Problems in my relationships with my family/friends/partners | <input type="checkbox"/> | | | | |

Do you have a religious belief?

- | | | | |
|-------------|--------------------------|--|--------------------------|
| No religion | <input type="checkbox"/> | Christian <i>(including Church of England, Catholic, Protestant and all other Christian denominations)</i> | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> | Hindu | <input type="checkbox"/> |
| Sikh | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| | | Jewish | <input type="checkbox"/> |
| | | Prefer not to say | <input type="checkbox"/> |
| | | Muslim | <input type="checkbox"/> |

Religious Affiliation? (Northern Ireland ONLY)

You should tick the box that best represents how others would perceive your 'community background' regardless of whether or not you practice a particular religion

- I am a member of the Protestant Community I am a member of the Roman Catholic Community
- I am a member of neither the Protestant nor Roman Catholic Community

What is your post code?

(We ask this in order to know type of area you come from)

CONSENT (Under 18)

If you are under the age of 18, you will need a parent or guardian to sign this logbook before it can be submitted to the British Youth Council.

Name of participant

Please tick as appropriate:

- I agree for the young persons image, likeness or voice may be used by British Youth Council (or British Youth Council partners) for communications / marketing purpose through any media.
- I agree that the young person named above may be contacted by the British Youth Council or its partners to take part in media work relating to the School Nurse Champions. (All communication will be administered through your contact outlined on page 3)

Name of Parent\Guardian

Signature of Parent\Guardian

Date

CONSENT FORM (candidates 18 and over)

Please complete the information below before submitting your log book to the British Youth Council.

Name of participant

Please tick as appropriate:

- I agree that my image, likeness or voice may be used by British Youth Council (or British Youth Council partners) for communications / marketing purpose through any media.
- I agree that I may be contacted by the British Youth Council or its partners to take part in media work relating to the School Nurse Champions (All communication will be administered through your contact outlined on page 3)

Signature

Date