

INFORMATION FOR PARENTS AND CARERS OF CHILDREN WITH ADDITIONAL AND COMPLEX NEEDS

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Other Services

Dundee Children's Services Directory of Local Services and Resources
(Directory Attached)

FOREWORD

This information pack is for parents and carers of children with complex and additional needs.

The timing of the need for information varies greatly between parents. The information within this pack gives a very broad picture of services available. This pack allows parents to choose when they wish to move on to more specific information, relevant to their own child's very specific needs.

Please read through parts of the pack when you feel ready. Your child may not need the help of all the professionals and services outlined in this pack, please do not be put off by this. We hope the professionals and supports listed in this pack may enable you to look after your child in a more informed way.

We hope to keep this pack regularly updated, and also provide an audio version, along with a large print version. Requested sections can be obtained in braille or translations to family's first language. Should you need more advice about obtaining these please call our Information Officer - George Ireland, Dundee City Council on: 01382 433770

We would like to thank all the parents and professionals who had an input in devising this pack - their hard work has been fruitful.

TOP TIPS

Think of yourself

- don't be ashamed to say HELP!
- find somebody who will LISTEN (not necessarily a professional), somebody you can trust.
- don't be afraid to think of yourself and your own needs.
- sometimes people make insensitive comments, be prepared to cope with these.
- if you join a group make sure you benefit from its support and are not burdened with more problems.
- its important to have an interest outside your family, it help to keep things in perspective.

The Family

- try to do things as a family unit; it's easy to focus on your child with additional needs.
- people constantly phoning is nice but sometimes can become tiresome, take it off the hook, relax and enjoy a quiet period.
- have a weekly routine which you can cope with, don't give yourself more problems, you don't want to leave yourself exhausted.



TELLING YOUR RELATIVES AND FRIENDS

After you have heard the news about your child's needs you then have to face family and friends.

What do you tell them?

What will they say or in what way will they react?

Passing on the news is never easy, as many parents find that relatives are unwilling or unable to accept the news. They may even ignore the additional needs and hope that the problems will disappear or expect that the problem can be treated and cured.

This will add to your anxieties and may make life very hard.

It is important to remember that at this time emotions can run high. It can be a very stressful period. Not only do you have to come to terms with your child's needs but so do your family and friends.

Especially in the early days try to talk openly and calmly about the nature of your child's needs. Your family will also be upset and by talking to each other you can give each other support.



Looking after your child

- get information about your child's condition through organisations like Contact a Family or Parent to Parent.
- explore the benefits system, don't be embarrassed to ask, it's your right as a parent.
- other parents can offer good advice and helpful information gained through their own experiences.
- don't be afraid to teach your child to be as independent as possible. It will make your life easier in the future.
- and last, remember your child's day doesn't have to be filled with something educational every minute, do things which you both will enjoy.

Talking to professionals

- write things down when talking to professionals.
- get a notebook and a diary.
- use your information pack to store information / leaflets.
- keep notes of telephone calls and letters you send **and** receive.
- if going to appointments try to take someone with you for support.
- don't be afraid to ask questions and, especially if you don't understand the words which are being used, ask for an explanation – its your child who is being discussed and you should understand what's being said.
- let people know in writing or phoning if things are starting to go wrong, don't wait until you are at crisis.
- **have faith in your own experience as a parent – you know your child better than anyone.**

WHAT DO YOU NEED TO KNOW AND FROM WHOM?



SOME QUESTIONS YOU MIGHT LIKE TO ASK

The questions in this leaflet have been designed to assist you in getting as much information as possible from your specialists. He / she can often provide this information although limitations do exist and finding answers is not always possible.

If your specialist cannot answer your question ask to be referred to someone who may know the answer.

Here is a list of questions which may help you find the answers that you need. The following may point you in the right direction when forming questions of your own.

- What is the diagnosis and what does it mean?
- What is the prognosis?
- Is there a cure for this condition?
- Will my other children be affected?
- How accurate is the diagnosis?
- What can I expect my child to achieve?
- What is the treatment for this condition?
- Will my child require medication?
- What other specialists will my child need to see?
- What kind of help will my child need?
- What can I do to help my child?
- Are there any benefits I can claim for my child?
- What services is my child likely to need?
- Is there a support group for this condition?
- Where can I find out more information about the condition?
- Will my child need additional help at school?
- I understand that there are pre-school home visiting teachers at what stage will they become involved?

Please remember though that if they can't tell you what the future holds, that is probably because it isn't possible at this time in your child's development.

Making Meetings/Appointments Better

- Always write down what you want to ask before going into any meetings.
- Take a pen and paper with you to write down the answers.
- Don't be afraid to ask what you really want to know.
- If you don't understand the answer don't be afraid to say so.
- Take a friend, they will remember more and write down the answers.



A CHILD I KNOW HAS ADDITIONAL NEEDS

HOW CAN I HELP?



A Guide for relatives and friends

When a child is diagnosed as having additional needs, the parents may face new emotional and physical demands. In the beginning they have to learn to cope with the additional needs of their child. Parents also have needs themselves which require understanding and support from family and friends.

HOW CAN RELATIVES AND FRIENDS HELP?

Talking With The Family

Keeping an open relationship with friends and relatives is one of the most effective ways to reduce the pressure on parents of a child with additional needs. The following suggestions may help you to develop the type of communication that the family will appreciate.

- ✓ **Listen actively** when you talk with the child's parents (more than "hearing" what the parents have said "think about what they tell you and what they may be trying to tell you")
- ✓ **Keep communication lines open.** Be available to talk, to listen and to encourage the child's parents. For example, arrange a time for a coffee and a chat.
- ✓ **Be open and honest** about your own feelings about the child when speaking to the child's parents, but do not offend them.
- ✓ **Ask questions.** If you do not know what parents need from you, simply ask them.

Parents May:

- ✓ Have feelings of being "trapped" because of the physical efforts and extra organisation needed to go out (from simple family picnics to longer, planned holidays). Travelling for all outings may require regular lifting of the child and of many pieces of equipment (walking frame, pusher, wheelchair). There may be concerns about enough room in the car, finding places with appropriate facilities, wheelchair access, toilets, difficulties involved in lifting and positioning the child, accommodation, problems with eating out and specially prepared foods. All of these factors make it difficult to plan long term and makes the family less able to make a simple decision to go out.
- ✓ Feel they have to put their own needs aside in order to cater for the extra needs of the child and this can be stressful for the parents.

- ✓ Experience financial difficulties (housing modifications, need for a special car, medication, respite costs, travel costs, equipment, specialist toys) all of which can cause strain on the family.
- ✓ Find returning to work is difficult due to treatment and additional needs of the child.

At certain stages, the stresses can appear particularly high. However, parents won't feel all these stresses at the same time. In fact, just like in any other family, feelings of happiness, achievement and satisfaction can be, and are, enjoyed. The main message is for you to be aware of what life may be like for the family. Most burdens can be lightened by the caring support and open communication that you can provide as a relative or close friend.

With parents, denial is part of the normal reaction to the news that a child has additional needs. Denial helps avoid the pain and grief associated with the diagnosis. However, with time and support a degree of acceptance can be achieved.

Even though you may not be the parent of the child, it is normal for you also to have difficulties with denial or grief over the child's condition. You may think about seeking support for you own needs and feelings in order to better support the parents and the child.

The opportunity to exchange information and to discuss feelings with relatives of other families will provide you with mutual support in the acceptance of the diagnosis of the child's additional needs.

Therapy and Medical Appointments

Parents of children with additional needs see many medical practitioners, therapists and other professional and care staff. These people have the best interests of the child at heart when suggesting therapy and courses of action to follow. As parents often face many "unknowns" with their child's condition, the professional expertise and advice they receive is very important to them. As a family member or friend it is important that you support the advice and efforts of the professionals that the parents trust and respect, even though you may not agree with what they are doing.

Your acceptance and support is both necessary and valuable to families with additional needs.

Empathy

Parents do not want sympathy! What they want is empathy, which is an effort by you to understand how they are feeling and what they are going through. To gain empathy, you could try imagining yourself in the parent's situation for a while. Below is an outline of the additional stresses identified by parents caring for a child with additional needs. The following pressures are above and beyond the daily hassles and stressful life events that all families experience. Reading them may help you to understand the family's situation better.

- Frustration with not knowing what will happen with the child long term and the difficult of finding clear answers.
- Feelings of guilt if not continually attending to the extra needs of the child as well as those of other members in the family.
- Questioning why the child has the condition, and if it could have been prevented.
- Dealing with the chronic grief and loss for the "normal" child the parent does not have.
- Concern about acceptance of the child into the community (school, shopping centres, playground, church).

- Worrying about future planning for adult life (education, employment, having a family, accommodation).
- The fatigue that goes with having to continually provide the child with daily care for possibly years beyond normal expectation. Families may have difficulties with feeding, dressing, toileting, bathing, heavy lifting, play, therapy, placing splints on, as well as the need for constant supervision.

SUPPORTING PARENTS

Parents of children with additional needs have very real reasons for needing extra support from the people who are close to them. This includes both emotional and practical support.

Emotional Support

You can help the family by:

- ✓ being there to talk,
- ✓ listening to the concerns and frustrations of the parents.

Emotional support is one of the most important supports that can be offered by family members.

Practical Support

You can provide reliable help to the parents on a regular basis. Offer help with:

- ✓ shopping,
- ✓ errands,
- ✓ childcare,
- ✓ chores, and
- ✓ emergency situations (“being there” to look after the other children during an emergency).

If you can offer to make regular visits to provide help, the commitment to reliable practical support lets the parents plan their busy schedules more smoothly. You could talk with the parents about going round once a week at a particular time and doing an hour or two of washing or gardening to lessen the load. However, every parent requires differing levels of support depending on their individual situation. The best strategy is to ask “What can I do to help?”

Possible impact of having a very dependent or ill brother or sister

- Appointments may include 3 to 5 days per week at a treatment centre, plus specialist appointments, hospital appointments, reviews and testing.
- Less choice or freedom in activities and plans as the additional needs of the child must always be met (such as not being able to attend family outings because of therapy; uncertainty about choice of school in the future, for example will the child be able to attend the local mainstream school?)
- Disappointment and frustration at not achieving developmental milestones (not sitting up at expected age, lack of feedback from child due to additional needs).

- Risk of marital difficulties. There can be a lack of acceptance, understanding and support from one partner and additional stresses on the care-giving parent, such as sleep deprivation.
- Dealing with the effects on brothers and sisters. How they are feeling or coping with difficulties? Other children may not understand why Mum and Dad spend more time with the child with additional needs. Feelings of guilt, rebellion or rivalry are common.
- Concern about planning more children if the cause of the condition is not clear. Parents are uncertain about whether it could happen again to the next child, and whether they could cope if it did.

Professionals

- ✓ **Allow more time than usual** for tasks to be done. Be patient with the parent and child. Some physical disabilities mean that tasks take more time. For example, it takes much more time to get in and out of the house and car. Or the child may need close supervision for a simple task like putting on a coat.
- ✓ **Accept the parents' honesty** about the problems their child has and may face in the future. Parents will not lie about their child's disability, only present the facts as they see/experience them.

Dealing With Denial

One of the most difficult things for parents to deal with is the denial of their child's diagnosis from family and friends. Worrying about how to deal with the reactions of their own relatives and friends creates further pressures for the parents of a child with a disability.

There are ways of reacting that can create additional burdens for the parents who are attempting to cope with the day-to-day reality of having a child with the additional needs. Some of these are:

- × **denying that the child has a problem** ("Don't worry, there is nothing wrong")
- × **trivialising the difficulty** ("He will grow out of it with time")
- × **hoping for unrealistic cures** ("It is amazing what doctors can do these days")

Try to sense what stage the parents are at and help them along at this pace. You may want to more fully understand the child's strengths and needs. If you feel your relationship with the parents is very close, you may consider asking the parents if you can go with them to a session with therapists or a medical practitioner.

WHAT CAN FRIENDS DO TO HELP?

The extended family can include friends who are not necessarily blood relatives. Close friends can offer invaluable emotional and practical support to parents. However, many close friends feel uncomfortable about asking about the child's development. In general, parents prefer their friends to be honest, open and interested in their child's developmental strengths and needs.

- ✓ Don't be afraid to ask questions about special needs or the child.
- ✓ Be open and interested in finding out more about the child's needs.
- ✓ Follow the child's development with the parent.
- ✓ Remember that parents do not have as much time to socialise as they may have had before.
- ✓ Don't compare your own children with the child with additional needs.
- ✓ Offer emotional or practical support to the parents when possible.
- ✓ Try to keep communication lines open. Make it a habit of simply phoning to say hello.

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BROTHERS & SISTERS



Most of us grow up with one or more brother and sister. How we get on with them can influence the way we develop and what sort of people we become.

As young children we may spend more time with our brothers and sisters than with our parents. Relationships with our siblings are likely to be the longest we have and can be important throughout our adult lives too.

Studies about siblings of people with additional needs have tended to report a mixed experience, an often-close relationship with some difficulties. Most siblings cope very well with their childhood experiences and sometimes feel strengthened by them. They seem to do best when parents, and other adults in their lives, can accept their brother or sister's additional needs and clearly value them as an individual.

Avoiding family secrets, as well as giving siblings the chance to talk things over and express feelings and opinions, can go a long way to help them deal with worries and difficulties that are bound to arise from time to time.



Get professional advice about caring tasks and handling difficult behaviour in which siblings can be included.

Try to keep the family's sense of humour!



- **Restriction on family activities**

Try to find normal family activities that everyone can enjoy eg swimming, picnics.

See if there are holiday schemes in which the sibling or child can take part.

Use help from family or friends with the child or siblings.

- **Guilt about being angry with a brother or sister with Additional Needs**

Make it clear that it is all right to be angry sometimes; strong feelings are part of any close relationship.

Share some of your own mixed feelings at times.

Siblings may want to talk to someone outside the family. Find out if there is a support group for siblings in your area. (Young Carers Partnership)

- **Embarrassment about a brother or sister in public**

Realise that relatives can be embarrassing, especially parents!

Find social situations where the child with additional needs is accepted.

If old enough, split up for a while when out together.

- **Teasing or bullying about a brother or sister**

Recognise that this is a possibility and notice signs of distress.

Ask your child's school to encourage positive attitudes to additional needs.

Rehearse how to handle unpleasant remarks.

Some of the Issues that often crop up &

Some of the ways parents have found to respond to these:

- **Limited time and attention from parents**

Protect certain times to spend with siblings eg bedtime, cinema.

Organise short-term care for important events such as sports days.

Sometimes put the needs of siblings first and let them choose what to do.

- **Why them and not me?**

Emphasise that no-one is to blame for their brother's or sister's difficulties.

Come to terms yourself with your child's additional needs.

Encourage siblings to see their brother and sister as a person with similarities and differences to themselves.

If possible meet other families who have a child with a similar condition, perhaps through a support organisation.

- **Worry about bringing their friends home**

Talk over how to explain a brother or sister's difficulties to friends.

Sometimes invite their friends round when the child with additional needs is away.

Don't expect siblings to always include the child with additional needs in their play activities.

- **Stressful situations at home**

Encourage siblings to develop their own social life.

A lock on a bedroom door can ensure their privacy and avoid possessions being damaged.

Explain clearly about the diagnosis and expected prognosis, not knowing can be more worrying.

Make sure arrangements for the other children can be made in an emergency.

Allow siblings to express their anxiety and ask questions.

- **Concern about the future**

Talk over future plans for the care of the disabled child with siblings and see what they think.

Find out about opportunities for genetic advice if this is relevant and what siblings want.

FURTHER READING

Brothers, Sisters and Special Needs by Debra Lobato (1990) Published by Paul Brookes

Brothers and Sisters – a Special Part of Exceptional Families by Thomas Powell and Peggy Gallagher (1993) published by Paul Brookes

These two books from the USA have a lot of information and ideas suitable for parents and practitioners.

Brothers, Sisters and Learning Disabilities – A Guide for Parents by Rosemary Tozer (1996)
Price £6 including p&p, available from British Institute of Learning Disability (BILD),
Wolverhampton Road, Kidderminster DY10 3PP.

Children with Autism – a booklet for brothers and sisters by Julie Davies published by the Mental Health Foundation, price £2.50 plus .75p p&p, for single copies. Available from the national Autistic Society, 276 Willesden Lane, London NW2 5RB. Suitable for children aged 7 upwards, and developed from group-work with siblings.

SOME USEFUL DEFINITIONS

PEOPLE

| | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Audiologist: | Measures your child's hearing. Will see you either at Ninewells Hospital or at a local clinic. |
| Clinical Psychologist: | Specialises in helping children who have difficulties with their behaviour and/or relationships with other people. |
| Cardiologist: | A doctor who specialises in looking after children's hearts. |
| Paediatric Cardiac Surgeon: | A doctor who specialises in operating on children's hearts. |
| Dietician: | Helps with all sorts of feeding and nutritional problems. May see you at Ninewells Hospital or at a local clinic. |
| Educational Psychologist: | Assesses your child and gives advice on educational needs, possible Nursery and School options. Can advise on how to help your child at home. |
| Endocrinologist | A specialist doctor dealing with variations of physical growth and disorders of the endocrine glands (producing hormones). |
| Geneticist: | A specialist doctor who studies the genes (inherited cells) that are passed on through families. |
| Neurologist: | A specialist doctor who works with patients with problems affecting the brain's functioning. |
| Ophthalmologist: | A specialist eye doctor. |
| Orthoptist : | Works with the eye doctor, particularly with children with eye problems such as squints. |
| Orthopaedic Surgeon: | Specialist doctor who operates on bones. |
| Orthotist: | A person who makes splints, shoe insoles and provides specialist shoes. |
| Paediatrician: | A specialist doctor who works with children. |
| Specialist Nurse: | Nurses who have a specialist knowledge in specific diseases. Often work between hospital and community. |

PLACES

| | |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A & E: | Accident and Emergency Department of Hospital. |
| ACDC: | Armitstead Child Development Centre. |
| ENT Clinic: | Ear, Nose and Throat Clinic. |
| NICU: | Neonatal Intensive Care Unit. Specialist unit within the Special Care baby Unit, where a greater amount of monitoring and support is needed for a baby's needs. |
| SCBU: | Special Care Baby Unit. |

MEDICAL TERMS

| | |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Acute: | The short-term crisis phase of an illness. |
| Chronic: | Lasting for a long time. |
| Congenital: | Present at birth. |
| Cranial: | Relating to the skull. |
| Gastrostomy: | A surgical opening into the stomach from the abdomen, to enable a feeding tube to be passed. |
| Naso-gastric tube: | A tube that is passed from the nostril, down the back of the throat into the stomach, then secured in place to the cheek by tape. This may be used to give feeds or top-up feeds not taken by mouth. |
| Prognosis: | The forecast of the course and probable outcome of a disease or condition. |

ABBREVIATIONS EXPLAINED

Conditions

| | | | |
|-------------|----------------------------------------|------------|----------------------------|
| ADHD | Attention Deficit Hyperactive Disorder | ASD | Autistic Spectrum Disorder |
| BPD | Broncho-Pulmonary Dysplasia | CP | Cerebral Palsy |
| CHD | Congenital Heart Disease | CF | Cystic Fibrosis |
| DCD | Developmental Co-ordination Disorder | DS | Down's Syndrome |
| MD | Muscular Dystrophy | VI | Visually Impaired |

People

| | | | |
|-----------|------------------------|----------------------|------------------------------------|
| HV | Health Visitor | PHN | Public Health Nurse |
| OT | Occupational Therapist | SLT/ SALT | Speech and Language Therapist |
| | | CIVISTA | Group inter-agency Eye Specialists |

Benefits

| | | | |
|------------|------------------------------|-----------|-------------------|
| DLA | Disability Living Allowance. | CA | Carer's Allowance |
| CTC | Child Tax Credits | IS | Income Support |
| WTC | Working Tax Credit | DP | Direct Payments |

Education

| | | | |
|------------|---------------------------|------------|---------------------------|
| CSP | Co-ordinated Support Plan | ASP | Additional Support Plan |
| ASN | Additional Support Needs | SEN | Special Educational Needs |

Education Department

The aim of Dundee City Council's Education Department is to develop effective learning for all learners at all stages.

If Dundee is to stabilise its population and create the conditions for economic growth it is essential that parents see the city as a place where they will be proud to bring up their families, and where young people can develop to their full potential. Dundee City Council's Education Department provides high quality learning and teaching for all learners, from pre-school provision through to support for young people entering higher education or the world of work.

The Department is committed to developing initiatives to support learning for all pupils, including people who suffer disadvantage because of their environment, disability or learning difficulties.

Sources of Help

- In the first instance, problems or concerns should be discussed, if possible, with your child's class teacher.
- Continuing problems should be brought to the attention of the school's head teacher, who may wish to meet you to discuss them.
- The Education Department also has an *Advice and Conciliation Officer* (01382 4334770) who will deal with your enquiry, and may direct you to other officers who are more directly involved in the area that is concerning you.

Helpline

Is a general service which can provide help across all council departments.

Sources of Information

- Information about schools (including contact details and links to HMIE inspection reports, as well as the Parentzone website) can be found on the council website, www.dundee.gov.uk.
- Many helpful documents can also be found on the Enquire website, at www.childrenscotland.org.uk/enquire/publications.html, including the Parent's Guide to Special Educational Needs.

Early Years and Childcare Services

The Education Department also has lead responsibility for delivery of Dundee's Early Years and Childcare Service. This provides a range of early education, childcare and parent services, including Sure Start Dundee for children aged 0-3 and their families, pre-school education for children aged 3-5 and childcare, including out of school childcare, for children aged 0-14.

A multi-agency panel co-ordinated by the Educational Psychology Service, with representation from health, education and social work meets to share assessment information about pre-school children with additional support needs in order to make recommendations about appropriate pre-school placement. Parent's views and preferences are of central importance within the decision making process. Wherever possible we try to place children within local nurseries. All nurseries are working to develop expertise in meeting a range of needs. We have a range of specialist provision within nurseries, including those at Frances Wright Pre-School Centre, Kirkton Nursery, Ardler Nursery and Woodlea Children's Centre.

The Early Years Service also works closely with the Social Work Family Support Service and Family Support Centres provide a range of support to young children with additional support needs often in partnership with education services.

The Pre School Home Visiting Service offers home based support to children from birth to 5 and their families as soon as a problem has been identified and parents are seeking support. This service also supports children as they move into a nursery placement and ensures that information is shared appropriately to ease the transition process.

The Childcare Information Service provides parents and carers with the information they need to make the best choice about the care and education of their children. Contact our Helpline on 01382 433900 or email on cis@dundeecity.gov.uk for more information about early years and childcare services including lists of local authority and private nurseries, childminders, out of school care clubs, parent services, playgroups and parent and toddler groups.

This service is also linked to the national childcare website: www.childcarelink.gov.uk/dundeecity

PRE-SCHOOL HOME VISITING SERVICE

INFORMATION for PARENTS/CARERS

This service is for you if your child is aged 0-5 years and:

- ❖ Has Additional Support Needs
- ❖ You have concerns about your child's development
- ❖ You find your child difficult to manage

The Service is staffed by teachers with knowledge and experience of:

- ❖ Early child development
- ❖ Children with Additional Support Needs
- ❖ Working with parents/carers and children in their homes

The type of support offered will help you to share your concerns then:

- ❖ Help your child have fun learning through play
- ❖ Monitor and promote your child's development
- ❖ Identify your child's needs
- ❖ Find out more information about pre-school provision

You can contact us in one of the following ways:

Telephone: 01382 436451

Fax: 01382 436467

Or write to: Service Co-ordinator
Pre-School Home Visiting
Sidlaw View Primary School
Helmsdale Avenue
DUNDEE
DD3 0NE

DUNDEE EDUCATIONAL PSYCHOLOGY SERVICE

INFORMATION for PARENTS and CARERS

The Educational Psychology Service is part of the Education Department of Dundee City. We are here to give advice about learning and behaviour. As well as children of school age, we work with pre-school children and young people up to the age of 19.

The service we offer is wide-ranging and depends to a large extent on the individual child and his/her situation. We do not take over any of your responsibility for the care and education of your child. We try instead to help and support you in your task. We may:

- Provide information on children's development
- Help you to understand your child's behaviour better
- Suggest ways of changing behaviour
- Suggest ways of teaching or learning a particular skill
- Discuss with you the choices available for your child's education

Teachers and other people who work with children also ask for our help. Normally they will have consulted you and obtained your permission before referring to us. We would then arrange to speak to you and, with your permission, your child. We may also talk to doctors, social workers and any other people involved.

If you are concerned about a school related issue it is best to talk first to all of the staff members of the school. However, if you have concerns about your child and would like to talk them over with a psychologist, you can contact us directly.

As a parent you can provide key knowledge about your child. We therefore encourage you to participate in meetings about your child, and to read and comment on reports written by us.

We aim to provide an efficient and effective service throughout Dundee City. In order to do this, we rely on you to tell us about the service you receive so that we can continue to improve its quality.

If at any time you are unhappy with the service you are receiving, please speak to the psychologist concerned. Alternatively, contact the principal psychologist at: -

Dundee Educational Psychology Service
St Ninian's Primary School
Dochart Terrace
Dundee
DD2 4HB

Tel. (01382) 435780

THE ROLE OF THE PAEDIATRICIAN

What do Paediatricians do?

Paediatricians are doctors with expertise in the health and development of children. A paediatrician may be involved in the assessment, diagnosis and follow up of children who have problems with their health or development.

A paediatrician works closely with other members of the child development team such as speech and language therapists, physiotherapists, occupational therapists and the voluntary sector e.g. Parent to Parent.

Any member of the child development team may make referrals to other services for example health visitors, school health nurses, child psychology and psychiatry, community learning disability nurses, hospital specialists, social workers, preschool home visiting teachers and voluntary services. Parents are always informed if a referral is being made.

Paediatricians may share their clinic letters about a child's health and development with other professionals such as nursery and school teachers. This is done with consent of the parents in order to provide appropriate support for the child.

Some paediatricians have special training and therefore see children with particular types of difficulty, for example learning difficulties, physical difficulties, visual impairment, hearing impairment, autism, children with social problems, child protection concerns or "looked after" children. Some children with developmental problems may not need to see a paediatrician regularly, other children with significant medical needs may have regular appointments with a paediatrician.

Where are children seen?

Children may be seen in clinics at Ninewells Hospital and at Armitstead Child Development Centre. Clinics are also held at Kings Park Special School and Francis Wright Nursery. Children who are referred to psychiatry and psychology services may be seen at the Child and Adolescent Mental Health Service at Dudhope Terrace, Dundee.

Armitstead Child Development Centre is based at the Kings Cross Hospital site. Kings Cross is also the site for the respite facility at Glenlaw for children with complex disability and the site for the Paediatric Audiology department and for Seymour Lodge. This is the co-located multi-agency child protection service for Dundee with health, police and social work.

Paediatricians; who are they?

Community based paediatric services in Dundee are provided by doctors working in teams as follows:

- **Neurodevelopmental Services Dundee** lead Dr Elise Merry, Dr Katherine Lawlor, Dr Graeme Adamson, Dr Patricia Gallagher
- **Complex Disability Team** lead Dr Karen Naismith, Dr Ann Scott
- **Social Paediatric Team/ Looked After Children** lead Dr Susan Dewar, Dr Fagerson
- **Audiology Team** lead Dr Ann McKinnon, Dr Stones)
- **Child Protection Team** lead Dr Joy Mires
- **Visual Impairment Team** lead Dr Margot Campbell

SOCIAL WORK

The Children with Disabilities Service

The Social Work Team for children with disabilities is currently based in Ninewells Hospital, Dundee. The Child Health Team consists of a Senior Social Worker, 4 1/2 Social Workers and a Family Support Worker. We aim to provide a comprehensive social work service for children and young people affected by disabilities and their families who live in the Dundee area.

Who are Children?

By children we mean people between birth and the age of eighteen. When children reach the age of about twelve years they are usually referred to as young people.

What do we mean by Disability?

Our definition of a disability is a substantial physical learning difficulty or chronic condition which has a significant and enduring health effect on a child or young person's ability to carry out everyday activities and the quality of family life.

How we may be able to help

When a referral to the team is allocated, a social worker will undertake an Assessment of Need of the child and his/her main carer. The child's views will also be considered. The aim is to identify which support services available will best meet those needs.

We may also liaise with our colleagues in Health, Education, other disciplines and relevant voluntary agencies during the Assessment of Need. We may refer on to other agencies who provide a specific service for children affected by disability or health condition. For example Barnardo's, Inclusion Group, Person Centred Planners, Video Interactive Guidance, Parent to Parent, Partners in Advocacy, National Autistic Society etc.

The Family Support Panel

The FSP role is to consider the Assessment of Need and recommendations made by the social worker, to agree the provision of appropriate services for the family.

Support Services

The following is a list of some of the services we may offer.

Counselling

Providing an opportunity to discuss the effect that the child's disability or condition has on everyday living within their family situation. If it is felt that more specialist counselling is needed we will support a referral to the appropriate agency.

Family Support

Our social workers will provide individual home based and community support.

Care in the Home

We may provide or arrange assistance where there is a need for help with daily living tasks in the home.

Enabling Services

Support may be given at home or in the community to support a child/young person to enjoy and learn more independence skills.

We may also refer onto other agencies e.g. Barnardo's, Inclusion Group, Parent to Parent, Partners in Advocacy, Capability Scotland, National Autistic Society, PAMIS, Sense, Person Centred Planning and Video Interactive Guidance.

Respite

Respite is acknowledged to be time spent away from the family home to allow parents and carers time to recharge their batteries. This should be a positive time too for the child or young person. Where overnight respite has been identified as a need a Respite Assessment will be undertaken by the person's social worker. This will then be considered by the Shared Care Panel.

Child Care and Protection

As a Local Authority and a statutory agency we provide a support service where children/young people with disabilities are identified as being in need and/or a risk.

Transition into Adulthood

When young people are open cases to the Team and they reach the age of 14+ we will undertake a Future Needs Assessment. This will inform the young person, their family and Adult Services whether future resources are indicated.

To Make a Referral

Referrals to the Team should be made by a professional such as your child's doctor, health visitor, medical consultant, teacher or another agency who knows your child well and their condition well. Self-referrals can also be taken by contacting the Intake Care & Protection Team based at Seymour House, Dundee.

The primary reason for referral to this service should be the child's disability/condition.

Telephone Numbers

Children with Disabilities, Social Work Department, Ninewells Hospital (01382) 632650
Intake Care and Protection Team, Seymour House, Dundee, DD3 8DY (01382) 307940

SPEECH AND LANGUAGE THERAPY DEPARTMENT DUNDEE

SPEECH AND LANGUAGE THERAPY

Some Questions Answered

The role of the Speech and Language Therapist

The Paediatric Speech and Language Therapist will see babies and children where there are concerns about their communication and/or eating, drinking and swallowing skills.

How can a child be referred?

Speech and Language Therapists have an open referral system. Parents and families can refer directly or ask their G.P. or Health Visitor to do this.

Where would a child be seen?

Speech and Language Therapists work in variety of settings including nurseries, schools, developmental centres and at home.

What happens during an assessment?

The Speech and Language Therapist will look closely at:

- How a child communicates
- What they communicate about
- Who they communicate with
- Why they communicate
- Eating, drinking and swallowing skills

Information is gathered by talking to the parents/carers, playing with the child and may involve some formal assessments. The Speech and Language Therapist will explain what she is doing throughout the session and discuss the results of her findings with you

What happens next?

If ongoing assessment or therapy is required then the Speech and Language Therapist will discuss the options of the family. Therapy can be delivered in a variety of ways including individual sessions and groups. The child may be seen on a regular basis, for blocks of therapy as required, or may be seen on a review basis only with advice to parents.

For more information contact:

The Speech and Language Therapy Department
Centre for Child Health
19 Dudhope Terrace
DUNDEE
DD3 6HH
Telephone: 01382 346550

PHYSIOTHERAPY DEPARTMENT DUNDEE

PHYSIOTHERAPY SERVICE

Some Questions Answered

The Role of the Paediatric Physiotherapist

Paediatric Physiotherapists have specialist knowledge and experience of how children develop and acquire physical skills. Physiotherapy provides knowledge and expertise to enable children to develop to their full potential. We work in partnership with families, other therapists and doctors and other agencies like schools, social work and the voluntary sector.

Who could refer my child for Physiotherapy?

Any doctor or another therapist can make referrals to the Child Health Physiotherapy service.

Where would my child be seen?

Children are seen for Physiotherapy in a variety of settings. We work in schools and nurseries, child and family centres, outpatient departments in hospitals, clinics and also in the child's home.

What happens during an appointment?

The physiotherapist will observe and involve your child in a number of different activities using play and different handling techniques in order to assess their abilities. She will also gather information by talking to parents and often the children themselves.

What happens next?

Depending on the findings arrangements will be made for your child to be either

- Offered regular therapy
- Reviewed at regular intervals
- Discharged

The Physiotherapist will be happy to answer any questions and advise on any other services that may be required.

The Physiotherapist may also provide any necessary specialist equipment and give advice and instruction regarding its use.

Further information regarding the Child Health Physiotherapy Service may be obtained from:

The Physiotherapy Department
NHS Suite,
Kingspark School,
5 Glenaffric Terrace,
Dundee, DD3 8HF

Telephone: 01382 823032

OCCUPATIONAL THERAPY DEPARTMENT DUNDEE

OCCUPATIONAL THERAPY SERVICE

Some Questions Answered

The Role of the Occupational Therapist

Paediatric Occupational Therapists (OTs) specialise in working with children and have knowledge and experience of how children develop and acquire skills. They aim to maximise a child's potential in everyday activities and play.

The OT is responsible for the assessment and management of children referred to the services. The OT will assess some or all of the following areas depending on the child's needs.

1. Hand function e.g. how the child uses his/her hands in play and practical activities, hand-eye co-ordination and dexterity, pencil skills/handwriting.
2. Functional abilities e.g. dressing, feeding, toileting and bathing.
3. Play skills e.g. the child's use of toys, spontaneous play and interaction with other children.
4. Seating and positioning e.g. appropriate seating to achieve good posture and optimise function.
5. Cognitive skills e.g. visual perception*, motor planning** and problem solving.

*Visual Perception - the identification and discrimination of the information that our brain receives via our eyes.

**Motor planning - the ability to interact successfully with the physical environment, to plan, organise and carry out a sequence of unfamiliar actions e.g. trying hopscotch for the first time or negotiating an obstacle course.

The OT assesses each of these areas using either standardised assessments or observation of the child's everyday activities. The OT identifies how the child's strengths/areas of difficulties affect their performance at home and school and decides if input is required. The aim of any input is to improve the child's ability in any of the above areas and/or compensate for any remaining difficulties by teaching strategies, changing the environment and/or providing equipment in order to improve independence in areas such as hand function, play, self-care skills and classroom activities.

Input can be provided via individual or group treatment sessions or on an advisory basis depending on the needs of the child. The OT may give parents and teachers advice on how to help treatment or set up home/school programmes. The importance of parental/school involvement in therapy cannot be stressed enough. The child is more likely to improve with the support of home and school.

Recommendations for home adaptations may be made often in conjunction with the Community Occupational Therapist. The OT can be a useful source of information on a wide range of equipment from special chairs, bath aids, toilet seats, wheelchairs, hoists, to pencils, scissors, adapted cutlery and specialised switches to access the computer.

Children in Dundee and Angus can be referred to the service by a medical doctor (paediatrician, school doctor, G.P.). Children seen range in age from birth to school leaving age. They can be seen in a wide range of settings including Armistead Child Development Centre, Frances Wright Pre-School Centre, Kingspark School, nurseries, school and home.

If you would like further information regarding Occupational Therapy or would like to refer a child for assessment, please contact:

Head Occupational Therapist
Armistead Child Development Centre
Kings Cross
DUNDEE
DD3 8EA

Telephone: 01382 835100



DEPARTMENT OF NUTRITION & DIETETICS NIWEWELLS HOSPITAL, DUNDEE

Paediatric Dietetic Service

Some Questions Answered

What is a Dietician?

Registered Dieticians are uniquely qualified to translate scientific information about food into practical dietary advice. As well as providing impartial advice about nutrition and health, Dieticians also advise about food related problems, and treat disease and ill health. Paediatric Dieticians are registered Dieticians who have undergone training to develop a specialist knowledge in the nutritional needs of infants and children.

Why would my child need to see a Dietician?

1. If there are any concerns about your child's growth.
2. If there are concerns about your child's nutritional intake.
3. If your child has swallowing difficulties.
4. Dietary advice may be required to change your child's food intake to treat a clinical condition.

Who would refer my child for advice?

Referrals to the Paediatric Dietetic service must be made by a Consultant Paediatrician. G.P. referrals can be sent to the Community Dieticians.

Where would my child be seen?

A small team of Paediatric Dieticians are based at Ninewells Hospital. A part-time Paediatric Dietician has a particular remit for children with special needs. This Dietician is based at Ninewells Hospital, but visits and holds clinics at Kingspark School and Armistead Child Development Centre. Children with special needs who attend other establishments will be seen at these clinics.

What should I expect from an appointment?

You will be asked to bring along your child's health records which contain vital information on your child's growth since birth. You may also be requested to complete a food diary prior to your appointment with the Dietician.

A dietary assessment will be carried out, looking at your child's past and present nutritional intake, along with looking at any history of feeding problems, illnesses, etc. Dietary advice will be tailored to the individual child and family, and will be based on your child's history and current problems.

The Dietician will inform the referring Doctor of the outcome, and where necessary, will liaise with other Health Care professionals, for example, Speech and Language Therapist, Health Visitor, School Nurse, etc. Where necessary the Dietician will also liaise with the School Meals Service.

How often will my child need to see a Dietician?

Some children may only need one appointment with the Dietician, with or without future follow up by another health care professional. Other health care professionals can contact the Paediatric Dietician at any time for advice.

Some children may have an initial appointment with 1 - 4 follow up appointments depending on their condition.

Some children are not able to eat orally at all, and are dependent on special tube feeds for their nutrition. These children require regular, long-term follow up.

The Paediatric Dieticians are based at:
Ninewells Hospital
South Block
Level 5
Dundee

Telephone: 01382 632921



HEALTH VISITORS/ PUBLIC HEALTH NURSES DUNDEE

INFORMATION LEAFLET

Health Visitors/Public Health Nurses are Registered Nurses with additional specialist qualifications in Community Health/Public Health Nursing.

Health Visitors/Public Health Nurses work with individuals, families, groups and whole communities to:

- ◆ Identify health needs
- ◆ Improve health & well-being in the population
- ◆ Reduce inequalities in health
- ◆ Prevent disease & minimise its impact

They work together with other healthcare agencies, local authority professionals and voluntary agencies.

Health Visitors/Public Health Nurses work closely with all members of the Primary Health Care Team within your GP surgery. They do not wear a uniform but do carry an identification badge, which shows their Name, Title and Photograph. Clients are encouraged to seek identification.

Health Visitors'/Public Health Nurses' core working hours are Monday - Friday 9am - 5pm. An answer machine service is available and messages are checked twice daily during working hours.

Health Visitors/Public Health Nurses have a role in health promotion and health education with **all age groups** and are skilled in assessing and offering information on a wide range of health issues, such as:

- | | |
|------------------------------|---------------------|
| ▪ Accident Prevention | ▪ Domestic Abuse |
| ▪ Antenatal Care | ▪ Drugs and Alcohol |
| ▪ Child Development | ▪ Family Planning |
| ▪ Child Protection | ▪ Nutrition |
| ▪ Chronic Disease Management | ▪ Parenting |
| ▪ Continence | ▪ Postnatal Care |
| ▪ Counselling | ▪ Smoking Cessation |
| ▪ Depression/Stress | ▪ Weight Management |

The Health Visitor/Public Health Nurse will arrange to see you at a suitable time and place e.g. your home, GP surgery, local clinic.

Please contact the Health Visitor/Public Health Nurse named below for more information and/or to arrange contact.

Health Visitors/Public Health Nurses are employed by NHS Tayside who are committed to providing the highest quality service.

If you would like to:

- ❖ Make a suggestion/comment
- ❖ Tell us about a concern
- ❖ Make a complaint

Your Health Visitor/Public Health Nurse will be happy to discuss this with you, or if you would prefer please contact:

NHS Tayside Complaints & Claims Manager
Complaints & Advice Team
Level 7
Ninewells Hospital
Dundee
DD1 9SY

DUNDEE INFORMATION SHEET

THE ROLE OF CHILD PSYCHIATRY OF LEARNING DISABILITIES SERVICE

- ❖ The Service provides assessment and diagnosis for Children and Young People who have a dual diagnosis (moderate / severe Learning Disability and Psychiatric diagnosis).
- ❖ The Service may offer various therapies / treatments, support and advice for the families and consultation with other professionals working with the Child / Young Person.
- ❖ The team also has a role in the diagnosis of Autism Spectrum Disorders.
- ❖ The Service is available at an Outpatient Clinic, 9a.m. to 5p.m. Monday to Friday.
- ❖ Referrals are taken from Doctors, General Practitioners and Health Professionals, (with the G.P.'s consent).
- ❖ The people you are likely to meet are:

Child and Adolescent Psychiatrist and / or Specialist Nurse / or Child Psychologist.

**Centre for Child Health
19 Dudhope Terrace
DUNDEE
DD3 6HH**

**Tel: 01382 204004
Fax: 01382 346555**

Jan 2004

MULTI-SENSORY SERVICE

BLIND/VISUALLY IMPAIRED SECTOR

The Multi-Sensory Service is an educational support service for children who have a sensory loss, i.e. blind, deaf.

The Service for blind, visually impaired children is staffed by teachers and classroom assistants who undertake additional qualifications in this specialism.

The aim of the Service is to work with the VI child, parents and educational establishments to aid the child in reaching his/her full potential, i.e. intellectually, socially and emotionally.

The Service works across the continuum of need and accepts referrals from statutory agents, voluntary agents and parents/carers.

The Service works with a wide range of children from babies to school leavers and works in a variety of educational placements as well as in the child's home (for pre-school children).

The VI Sector consists of:

- I. Peripatetic Provision
- II. Enhanced Provision

Peripatetic - Visiting Teachers

The visiting teacher works with the full range from babies to school leavers. As such she is the contact person for the service for all referrals from statutory, voluntary as well as parents/carers.

The majority of children with a visual impairment attend their local school and it is the aim of the teacher of the visually impaired to support school and home to ensure maximum support for the child.

Enhanced Provision

There are two in the primary and secondary sectors currently at Craigiebarns Primary and Craigie High School, Dundee. These serve those children whose needs, at any given stage of their education, cannot be fully met within their local mainstream schools. This offers the children the advantages of the on-site specialist teachers, individual and small group teaching within the resource base, access to a wide range of acquired resources as well as specialist equipment, individual programmes of work and inclusion in mainstream class where appropriate. The specialist enhanced provision affords children the advantages of both sighted and visually impaired peers.

Given that it is suggested that 80% of learning is through the visual channel an enhanced curriculum is necessary for the child with a visual impairment. Service staff have expertise in the following areas:

Mobility

Mobility training teaches children who are visually impaired how to get around safely and efficiently within their environment. Mobility training is a crucial area of the curriculum for the child with a visual impairment and needs staff expertise and time. With good mobility, a child can learn by exploring his/her environment and travel independently in the school environment.

Training in the Use of Equipment

Equipment/aids can offer potential solutions to many of the problems faced by the child with a visual impairment. Training in the use of equipment is essential to ensure the child achieves the maximum benefit from using it

Low Vision Training

The child with a visual impairment can be trained to make best use of his/her functional vision.

Self-Help Skills

Basic self-care involves skills that are learned by watching what others do. The child with a visual impairment may miss much of this learning and may need a structured teaching programme to compensate.

Braille

Braille is taught to children who do not have enough vision to discriminate the fine detail needed for print reading.

Social Skills

Children learn a great deal about social behaviour as a result of what they see. This incidental learning has to be deliberately taught to the child with a visual impairment.

Multi-Sensory Service
Margaret Miller - Head of Service
EDS,
Dundee City Council
Lawton Road
DUNDEE
DD3 6SY

Telephone: 01382 438057 / 438055

Fax: 01382 825279

Email: margaret.miller@dundeecity.gov.uk



This organisation only provides advocacy, and is independent of service providers such as Social Work, Health and Education.

Advocacy means representing the point of view of someone who finds it difficult to speak up for themselves.

Partners in Advocacy recruits unpaid responsible members of society to become advocates for children with learning disabilities. These people are, vetted, trained and supported by the organisation.

Advocates are matched to one child, and their role is to get to know the child on a long-term basis, and ensure that their views are taken account of.

Partners in Advocacy carries out an enhanced police check and an in depth recruitment process, and supports the advocacy partnership throughout.

The advocate is primarily representing the child's point of view, but is encouraged to develop good working relationships with all involved in the child's care. They cannot however, advocate on behalf of parents or other family members, and they are independent of professionals.

For further information contact:

The Advocacy Co-ordinator
Number 10
10 Constitution Road
Dundee
DD1 1LL

Tel: 01382 305715
Fax: 01382 305755
email: dundee@partnersinadvocacy.org.uk

Children's Rights

A Children's Rights Officer is employed by Dundee City Council and ensures that children's rights are upheld at all times. The Officer advocates for children who may be in situations where their rights are not being upheld, and will give advice when needed. The Officer assists children, who are unhappy with services to make a complaint if they choose, in any setting.

The Children's Rights Officer can be contacted at:

Gordon Frew
Dundee House
Dundee

Phone: 01382 434492
Freephone: 0800 163538

Email: gordon.frew@dundeecity.gov.uk

USEFUL CONTACTS

Below are a selection of addresses, telephone numbers and e-mail addresses, some of which may be useful to you and your family. Many may seem inappropriate to your needs, but may be of help to other families using this Information Pack.

Barnardo's Family Support Team,
14 Dudhope Street, Dundee, DD1 1JU
Tel: 01382 224924
e-mail:
dundee.familysupport@barnardos.org.uk

The Family Support Team aims to provide a range of services to children and young people who have severe and profound learning disabilities and their families. They provide services which include:

family based respite care, child sitting, holiday playschemes, parent support groups, individual contact worker support, and more.

Capability Scotland Advice Service (ASCS)
11 Eilersly Road, Edinburgh, EH12 6HY
Telephone: 0131 313 5510
e-mail: ascs@capability-scotland.org.uk
web:<http://www.capability-scotland.org>

A national disability information and advice service, specialising in information on cerebral palsy and complex disabilities. A wide range of books, videos, audio cassettes and journals about cerebral palsy and other disabilities can be borrowed.

Contact a Family Scotland
Craigmillar Social Enterprise & Arts Centre,
11/9 Harewood Road,
Edinburgh. EH16 4NT
Tel: 0131 659 2930
national free helpline: 0808 808 3555
e-mail: scotland.office@cafamily.org.uk
Website: www.cafamily.org.uk/scotland/

Contact a Family help families caring for a child with any disability or special need. They aim to link families together and encourage mutual support between parents.

They produce reliable fact sheets and information packs. Their website is very informative and useful.

Their helpline can give you information, support & advice.

Dundee Carers Centre
First Floor, Argyll House,
West Marketgait,
Dundee. DD1 1QP
Tel: 01382 200422
e-mail: centre@dundeecarerscentre.org.uk
web: www.dundeecarerscentre.org.uk

Dundee Carers Centre is part of the Princes Royal Trust. They aim to improve the lives of Carers* through practical and emotional support, information about services, rights & benefits and advocacy.

(*A Carer is someone who provides unpaid care & support to a child, partner, family member or friend who could not manage without their help)

Family Fund
4 Alpha Court, Monks Cross Drive,
York. YO32 9WN.
Tel: 08449 744 099
e-mail: info@familyfund.org.uk
Website: www.familyfundtrust.org.uk

The Family Fund is an independent organisation registered as a charity and funded entirely by the Government through the Department of Health. Grants to low income families raising disabled and seriously ill children and young people are given to families to help ease the additional pressures families face. These grants are for items related to the daily care of the child i.e. a washing machine, bedding, a computer, a holiday, driving lessons, furniture

Homestart

3rd Floor, 30 Whitehall Street, DD1 4AF
 Tel: 01382 202040
 e-mail: admin@homestart-dundee.org.uk

Offer emotional support and practical help for families, with at least one child under 5yrs, who are experiencing stress or difficulties. Families are visited regularly by trained volunteer befrienders, who are usually parents themselves.

National Autistic Society

393 City Road, London, EC1V 1NG
 Tel: 020 7833 2299
 e-mail: nas@nas.org.uk

NAS offer help and advice on all aspects of Autistic Spectrum Disorder and Asperger Syndrome. They have a large publications list of leaflets and books.

NAS Scotland

Central Chambers, 109 Hope Street,
 GLASGOW. G2 6LL
 Tel: 0141 221 8090

Scottish Branch**One Parent Families Scotland**

13 Gayfield Square,
 Edinburgh. EH1 3NX.
 Tel: 0131 556 3899
 Free Helpline: 0800 801 0323
 e-mail: info@opfs.org.uk
 web: www.opfs.org.uk

One Parent Families Scotland provide advice and support to empower lone parents, providing help through a variety of services across Scotland. There are presently 3 Projects running in Dundee. Further details can be obtained by making contact by any of the listed methods.

PAMIS

Springfield House,
 15/16 Springfield, Dundee, DD1 4JE
 Tel: 01382 385154
 e-mail: pamis@dundee.ac.uk
 web: <http://www.pamis.org.uk>

PAMIS focuses on the needs of people with profound and multiple learning disabilities and their carers. They provide information, advice, support and training on many issues. They have a comprehensive resource centre which you can use.

Parent to Parent

Ryehill Health Centre,
 St Peter Street,
 Dundee
 DD1 4JH
 01382 630044
 e-mail: parent-to-parent@ukonline.co.uk

Parent to Parent supports parents of children with special needs, whether physical, learning, emotional or medical. They work to alleviate the loneliness and isolation experienced by many parents of children with special needs. They also help parents to promote their views to the NHS Trusts, Scottish Executive, Local Authority and voluntary organisations. Services provided: One to one support; Group support; Community/Family workers; Neonatal/ Paediatric Family worker; Contact with other parents; Parenting skills.

Royal National Institute for the Blind(Scotland)

12-14 Hillside Crescent,
 Edinburgh. EH7 5EA
 Phone: 0131 652 3140
 Helpline: 0303 123 9999
 e helpline: helpline@rnib.org.uk
 web: www.rnibscotland.org.uk

The RNIB provide support and information in relation to visual impairment and blindness.. They produce a wide range of booklets covering a great range of visual impairments. They produce a series of "Early Years booklets", which parents will find helpful.

Sense Scotland

43 Middlesex Street,
Kinning Park,
Glasgow. G41 1EE.

Tel: 0141 429 0294.

e-mail: info@sensescotland.org.uk

web: www.sensescotland.org.uk

Together for short lives (previously
ACT & Children's Hospices UK)

4th Floor Bridge House,

48-52 Baldwin Street,

Bristol. BS1 1QB.

Tel: 0117 989 7820

Helpline: 0845 108 2201

e-mail: info@togetherforshortlives.org.uk

web : www.togetherforshortlives.org.uk

Sense Scotland works with people who are deafblind multiply impaired. Deafblindness rarely means total deafness or blindness, most have some useful vision and hearing. All need help with communication, information, learning and mobility.

Advisory Services: Information & Advice; Identifying services and resources; Learning, communication and behaviour; contact with other families and professionals.

Together for short lives is there to help parents, family members and carers of children who have been diagnosed with a health condition which means they may not live to reach adulthood. They help by providing families with resources, information and support to make sure you know what you are entitled to, and have the knowledge you need to be able to make choices and stay in control of your child's care.

Webpage under construction early 2012 but ACT website will provide service till completed.

RESPIRE CARE PROVISION IN DUNDEE

What is respite?

Respite is a much needed break for both you and your child with additional and complex needs. It is an opportunity to have a break from caring, so you feel better able to continue in your caring role. Respite can be provided within or outwith your home, and may last from a few hours to a few weeks. It should be a positive experience for you, your child, and everyone else in the family.

Why would I need a break?

- ❖ To unwind and pursue your own interests
- ❖ To enjoy time with the rest of your family
- ❖ A break from caring for your child
- ❖ To try something new and meet new people
- ❖ A holiday
- ❖ To get out of the house
- ❖ To regain your health

What might my child gain from it?

- ❖ Extend the range of their experiences
- ❖ A holiday
- ❖ Gain opportunities to develop increasing independence
- ❖ The security of already having someone else to care for them, should a family emergency or crisis develop
- ❖ A break from you

Within Dundee City there exists 3 Overnight Respite Care or Shared Care provisions

- a) Family based care. This is run by Barnardo's in partnership with Dundee City Council.
- b) Residential respite care at Gillburn Road respite care facility - Social Work resource.
- c) Residential respite care at Glenlaw House - Health Resource providing nursing care for children who are profoundly disabled.

Who decides if my child can have respite care?

An assessment is undertaken by the Social Workers in the Children with Disabilities Team, Ninewells Hospital or Barnardo's Family Support Team to see what your child's needs are. If the worker assesses that overnight respite is required then the assessment is taken to the Share Care Group. If there is a need for daytime or evening support the request is taken to the Family Support Panel.

The Shared Care Group is a multi-disciplinary group consisting of a Paediatrician, Managers from the Respite Services (Health, Social Work, and Barnardo's), Social Work and Health professionals. This group decide whether the service is appropriate to the child and family's needs. This group also decides how many hours of care or overnight stays the child will receive.

Side by Side - Family Based Short Break Care

WHY?

Everyone needs a break from time to time. Caring for a child or young person who is disabled can bring additional pressures and responsibilities, which can have an effect on all members of the family.

Side by Side is a family based Short Break Care Scheme for Children and young people who are disabled. The Scheme in Dundee is run in partnership with Dundee City Council.

In Dundee any child or young person who is significantly learning disabled will be considered.

WHAT?

The Schemes aim to provide meaningful short breaks for children and young people who are disabled and those who care for them on a permanent basis. It provides the opportunity for children and young people to broaden their horizons, giving them new and different experiences, whilst giving their permanent carers a break too.

WHO?

Short break carers are recruited from a wide variety of backgrounds and will reflect a range of skills and interests. They may be married or single, unemployed or in full or part time employment, they may have their own children who are still at home or older children who are living independently.

We look for people who have time, energy, commitment, a sense of humour and space in their lives and home to look after someone else every now and then.

All short break carers go through a rigorous assessment and preparation process, which includes disclosure checks, references and medical checks. They receive a payment, which covers any costs incurred while caring.

WHEN?

Most short breaks happen on a regular and planned basis. They may last for a few hours, an overnight stay, a weekend or occasionally they may be for longer. Short break carers may be able to help if there is an emergency or during times of crisis.

HOW?

If you think family based short breaks may be for you and want to find out more contact:

Barnardo's 01382 224924 or Children with Disabilities Team 01382 632650

RESPIRE CARE FOR CHILDREN & YOUNG PEOPLE WITH DISABILITIES

Information about the children's respite unit at Gillburn Road

Gillburn Road respite facility was purpose built and has 4 bedrooms. There is a sitting room, dining room, a multi-sensory room, laundry facilities, and a kitchen that can be used to enable young people to assist in preparing meals or snacks. Children using the facility will be given the same bedroom on each visit, where possible.

Gillburn Road provides respite care for children and young people with physical and learning disabilities. It assists families by giving them a break from their day-to-day caring responsibilities. The physical, emotional and educational needs of the child will be provided for during the child's stay. The individuality of each child and their needs will always be considered.

The unit works in partnership with parents and carers, to ensure that every aspect of the child's needs are considered, and, as far as is possible, met within the residential respite setting.

Referrals

All referrals for respite care services come initially through the Shared Care Group. All referrals are then assessed by the Gillburn Road Team to determine the needs of the young person and their family. If a family is refused a service, the reason for this decision will be given to them.

Residential Respite Care - Glenlaw House.

Glenlaw House provides respite care for children aged 0-18 years with complex multiple learning disability.

The unit is open 365 days a year, 24 hours a day, and has trained nursing staff on each shift.

A package of care is determined in consultation with the child and family and can range from day care only, to several overnight stays a month.

Glenlaw House strives to provide a home from home environment for the children by ensuring the children's usual routine is maintained.

All children attending Glenlaw House have complex physical and learning needs with associated health implications requiring nursing intervention.

Provision of Specialist Equipment FOR CHILDREN WITH DISABILITIES

Information for Parents/Carers



The aim of this leaflet is to give you information about who provides Specialist equipment for children with disabilities.

What do I need to know?

All children must go through a referral system and have their equipment needs assessed by their local Therapy and or District Nursing Services.

Who can refer a child?

A child can be referred by any of the following people:

- Hospitals, children's wards and clinics.
- GP surgeries and Health centres.
- Visiting School Doctors.
- Occupational Therapists from Social Work Department.

What happens to the referral?

Parent/carers will be contacted to inform them of a date when the therapist will assess the child.

Who could be involved with assessing my child?

| | |
|-------------------------------|-----------------------------|
| Physiotherapist | Occupational Therapist (OT) |
| Speech and Language Therapist | District Nurse |

- The physiotherapist deals with walking aids, standing frames, lying aids and sleep systems.
- The occupational therapist deals with equipment such as buggies, wheelchairs, specialist seating, special tables, toileting and bathing aids, kitchen and feeding aids.
- The speech and language therapist deals with communication aids.
- The district nurse deals with mobile hoists, and aids to assist with home nursing.

What happens after the assessment?

The equipment may be provided by one, two or all three of the following services:

- Health – Equipment can be provided in the home to assist with nursing needs.
- Education – Equipment can be provided to enable your child to take part in the schools educational programme and activities.
- Social Services – Equipment can be provided in the home to promote independent living.

When will the child receive the equipment?

Where possible times will be given for delivery of the equipment. You will be shown how to work the equipment.

What happens if the equipment breaks or needs serviced?

Under normal conditions equipment and repair will be replaced free. A contact number will be given by the supplier.

If I am not happy with the service, what can I do?

Health and local authority services operate a complaints procedure. Ask you therapist or district nurse for a leaflet.

Contact Numbers

Social Services

Dundee City OT

Tel: 01382 307650

NHS

Dundee OT

Tel: 01382 535100

Physiotherapists

Dundee Senior

Tel: 01382 8230223

Education

Dundee Co-ordinator (Additional Support Needs)

Tel: 01382 433984

Communication Aids

Speech & Language Therapy Manager
Dundee

Tel: 01382 346550

Other Equipment Services

Wheelchair Service Tayside
Disabled Living Centre

Tel: 01382 496300
Tel: 01382 436860

DIRECT PAYMENTS

What is a Direct payment?

It is money given to you by the local authority so that you can arrange and purchase the help and services you need in the way you want. If you are assessed as needing community care or children's services then you can ask for a direct payments.

Why would I want a Direct Payment?

A direct payment gives you more control and choice over the decisions that affect your life. For example, many people need assistance to get out of bed in the morning. You may find that the home carer provided by the local authority cannot come at the time you want. If you get a direct payment you can arrange for someone to come at whatever time you decide.

What can I use a Direct Payment for?

You will need to discuss with the local authority how you intend using your direct payments to meet your needs. The money can buy the services that you have been assessed as needing. For example you might require:

- Practical help, assistance or support at home, such as cleaning, cooking or personal care.
- Support during the day, for example with shopping or recreational activities.
- Support with respite or to go on holidays.
- Support with getting a job.
- Support with educational activities.
- To purchase equipment and adaptations.

These needs can be met by:

- Employing your own personal assistant (you can get help and advice if you decide to do this).
- Buying support from an agency or service provider.
- Buying services from a local authority.

Who can get a Direct Payment?

The following people can get a direct payment:

- Disabled adults assessed as needing community care services.
- Disabled 16 and 17 year olds assessed as needing children's services.
- Parents, or people with parental responsibility for, a disabled child (under the age of 18) who has been assessed as needing children's services.
- Attorneys and guardians with welfare and financial powers to act on behalf of the person who needs the services.

The local authority will only give you a direct payment if it is satisfied that you will be able to manage them. You can however get as much help as you need to manage the payments.

How do I get a Direct Payment?

You or the person you look after must first get an assessment from your local social work department. You should say at the time of assessment that you would like a direct payment and discuss how you intend to use it.

DUNDEE DIRECT PAYMENTS SUPPORT SERVICE

What is a Direct Payment Support Service?

The purpose of a Direct Payment Support Service is to ensure that adequate advice, information and support are available to disabled people so that they may feel confident to undertake the complexities of using direct payments to employ and manage their own staff.

- What support can the Dundee Direct Payments Support Service Offer?
- Initial visit (prior to community care assessment if required).
- General advice and information regarding direct payments.
- Support setting up and managing the direct payment.
- Initial assistance with financial monitoring forms.
- Assistance with administration and record keeping.
- Assistance with recruitment (advertising, interviewing etc).
- Assistance drawing up a job description.
- Sample contracts of employment.
- Good employment practice.
- Legal responsibilities.
- Peer support.
- Training e.g. employment law, health and safety, managing staff.
- Advice on employer/employee relationships.
- Day to day queries.

A payroll service which includes:

- Registration with Inland Revenue.
- Calculation of time sheets.
- Provision of payslips.
- Calculation for monthly/quarterly Collector of Taxes payments.
- Provision of statutory forms and end of year returns.
- Day to day queries.

The support service for direct payment recipients in Dundee is as follows:

**Venessa Dallas-Ross (Direct Payments Advisor)
Dundee Direct Payments Support Service
Princess Royal Trust Centre,
1st Floor, Argyll House,
West Marketgait,
Dundee DD1 1QP**

T: 01382 200422

E: vanessa.dallas-ross@dundecarerscentre.org.uk

e-mail: centre@dundee.carers.net

BENEFITS

ARE YOU CLAIMING ALL YOU'RE ENTITLED TO?

Caring for a child who has an illness or disability can make daily life difficult. You may be entitled to claim cash benefits and get other kinds of support. Make sure you claim all you are entitled to.

BENEFITS ARE THERE TO HELP YOUR CHILD

The following is a very brief guide to benefits. If you think you may be entitled to any of them contact your local Department for Work & Pensions (DWP) office or phone the free Benefits Enquiry Line (BEL) for people with disabilities and their carers on

FREEPHONE 0800 882200

Some of the claim forms are lengthy and can be complicated so do ask for help in filling them in or you could miss out on a benefit. Your Social Worker, Health Visitor or other professional will be able to help or phone BEL and ask for the Completions Service.

If you need advice or are unhappy with the decision of the DWP your local Citizen's Advice Bureau or advice agency will be able to advise you. A Welfare Rights Officer, available on 01382 431167, will also be able to assist and advise, either on the phone or at one of their locally held surgeries, within community settings. You only have only one month to lodge an appeal so you should act quickly.

DISABILITY LIVING ALLOWANCE

DLA is the most important benefit for people with disabilities. It is paid in addition to any other money you may receive and unlocks a number of other benefits, particularly for those on low incomes. These could include more Income Support, lower rent and Council tax payments, etc. DLA has 2 parts - The **Care** component and the **Mobility** component. You may receive either or both if you qualify.

The **Care** Component can be awarded from the age of 3 months (or from birth for the terminally ill). Which rate of care you receive (low, middle or high) depends on the amount of attention and/or supervision your child requires, day and/ or night. He/she must have supervision needs more than the normal requirements of a person of his/her age.

To qualify for the **Mobility** component your child must be 3 years or older. There are 2 rates (low and high). The higher rate is awarded to those who:

- are unable, or virtually unable, to walk **or**
- have no legs or feet whether they can use artificial aids **or**
- are both deaf and blind **or**
- are severely mentally impaired and who qualify for the higher rate of care component and have extremely disruptive and dangerous behaviour problems.

The lower rate is for those who need guidance or supervision out of doors.

To ensure you qualify for the correct rate of either component, it is a good idea to keep a note of your daily schedule of care, guidance and supervision needs, include even the smallest of tasks for the whole day. For night time care concentrate on how often you need to see your child at night. Remember to include stimulation/physiotherapy/speech

therapy/massage, etc. If feeding takes longer, point this out. Some medications can increase the number of nappy changes increasing the amount of washing as well as changing. Dry skin conditions may require extra time applying creams. Constant colds and chest conditions need attention, especially at night. This list is not complete. You, as the parent/carer, will be able to add to it things that affect your child. Use your schedule to supplement your application, support your request for a review or build a case for appeal. The quickest and simplest way of receiving a form is to phone **BEL (0800 882200)**. The day on which you call will be treated as the day you claim.

Welfare Rights will be able to give further information on this or any other benefits. Address at back.

CARER'S ALLOWANCE

Carer's allowance is a weekly benefit for anyone who is looking after a severely disabled person. It is taxable. To qualify you must:

- 1) be spending at least 35 hours a week caring for a person who receives DLA Care component at middle or higher rate;
- 2) not be earning more than the national insurance lower earnings limit a week after allowable deductions (currently £79 per week);
- 3) not be getting a national Insurance benefit such as Widows Pension or Incapacity benefit;
- 4) not be in full-time education.

If you or your partner are claiming Income Support, Carer's Allowance will be taken into account when your income is assessed. However, it is still worth claiming as, if you are entitled to CA, you will qualify for the Carer's Premium of Income Support. If you qualify for Housing or Council tax Benefit you will also be entitled to the extra Carer's Premium, although at a lesser rate. CA claims can be backdated for up to 3 months.

Claim Form - **DS700** from your local DSS office or Contact BEL enquiry line.

WORKING TAX CREDIT

Working Tax Credit is an income related benefit for families on low wages. You or your partner must be working at least 16 hours a week, and have a child living with you. Young people aged 16 years or over, with a disability, who usually works 16 hours or more a week, also qualify. Working Tax Credit is paid to the person who is working 16 hours or more a week. As part of WTC you may qualify for help towards the costs of childcare.

Claims forms from Inland Revenue 0845 300 3900 (contact address at back).

INCOME SUPPORT

Income Support is a means tested benefit to help those who work less than 16 hours a week and are not required to sign on for work. The amount you receive comprises personal allowances i.e. day-to-day living expenses for your family, carer's premium, plus various premiums that you may qualify for, minus some other forms of income. As from October 2004 additional premiums, previously available through I.S. will be included in your Child Tax Credit (CTC).

Income Support also entitles you, and anyone you claim for, to free prescriptions, dental treatment, sight tests, vouchers for glasses, school meals, school clothing allowance, help with travel costs to hospital for NHS treatment and milk and vitamins for pregnant women and children under 5 years. It also entitles you to maximum Housing Benefit and Council Tax

Benefits. If your benefits include Disabled Child Premium or you have a child under 5 you will also be entitled to cold weather payments.

For more information contact your local DWP.

CHILD TAX CREDIT

Child Tax Credit (CTC) can be claimed by anyone with a dependant child. The amount of tax credits that you get is based on your gross annual income. If you have a partner, your joint income will be taken into account. You may receive increased CTC if you have a child under 1 year of age, or with a disability. This is because an extra amount is added to your calculation for each child who is on DLA or who is registered blind. If your child gets the highest rate of DLA Care component a further amount is also added.

HOUSING BENEFIT

If you are on income support or a low income and have less than £16000 savings you may be entitled to help to pay your rent. The amount of help depends on your income compared to your costs.

Contact your local area housing office for more information (details at back).

COUNCIL TAX

Various discounts apply to Council Tax - if your disabled child is "substantially and permanently disabled" the bill may be reduced by one band. Certain conditions apply. These include the fact that there is additional space for wheelchair use indoors **or** an extra room to meet special needs **or** a second bathroom for use by your child. These do **not** have to be adaptations or new extensions. **Council Tax Benefit** - People on Income Support pay only the Water Authority Charge but no Council tax. People on low incomes may qualify for Council tax benefit depending on income, savings, etc.

Contact Local Council for advice.

FARES TO HOSPITAL

If you are on Income Support or a certain level of Working Tax Credit you are entitled to full travel costs to and from hospital for NHS treatment. If you are on a low income you may also be able to get some help. You can obtain a refund of your fares directly from the hospital if you produce proof that you are in receipt of benefits. Only public transport rates will be paid, not taxi fares.

BLUE BADGE SCHEME

If your child is over 2 years of age and has severe mobility problems you may be entitled to a Blue Badge, which gives you parking concessions. Contact: Social Work Dept, Dundee House, 50 North Lindsay St, Dundee, DD1 1NB. Tel: 438326/438335.

ROAD TAX EXEMPTION (VED)

If your child gets the higher rate DLA Mobility Component you should already have a VED exemption form from the DSS. If not write to:

Disability Allowance Unit,
Warbreck House,
Warbreck Hill,
BLACKPOOL
FY2 0TE.

SOCIAL FUND

If you get Income Support and you or someone in your family is disabled you may be able to get a Community Care Grant to pay for certain items which you cannot afford out of your weekly income. Form **SF300** from your local Social Security office. Budgeting Loans may be available if you have been on I.S. for 26 weeks or more.

AGE 16?

Your child may be entitled to further benefits in their own right. Parental income will not be taken in to account.

Useful Contacts:

| Citizen's Advice Bureau | Inland Revenue | Welfare Rights Team |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Central Library, Level 4 Wellgate Centre DUNDEE, DD1 1DB Tel: 307494 | Caledonian House Greenmarket DUNDEE DD1 1QZ Tel: 0844 474 0101 | Suite A Market Mews Market Street DUNDEE DD1 3LA Tel: 431167 |

| Ardler Information Point | Dundee North Law Centre | Money Advice Support Team |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Ardler Neighbourhood Centre Turnberry Avenue DUNDEE, DD2 3TP Tel: 436442 | Top Floor 20 Grampian Gardens DUNDEE DD4 9QZ Tel: 432458 | Brooksbank Centre Pitairlie Road Mid Craigie DUNDEE, DD4 8DB Tel: 432452 |

YOUR KEY TO HOUSING FOR PEOPLE WITH PHYSICAL DISABILITIES

Dundee City Council gives high priority to providing houses suitable for people with physical disabilities.

Whether you are restricted to a wheelchair, get around with walking aids or only need help to undertake limited but important tasks such as getting in and out of the bath or cooking a meal, the Housing Department can help you.

We understand that when people's physical abilities change they still prefer to stay in their present home. We will help you to do this if it is at all possible.

Adapting your home

Your particular requirements will be different from any one else's. Housing and Social Work staff will discuss your needs with you, agree what help you require and try to provide you with this. You may only need some equipment to help you to live in your present home, such as a walking frame, or bath aids which can be supplied by the Social Work Department.

If you need more than this and your house is suitable we can adapt it to meet your needs. Adaptations can be simple things such as raising the height of sockets to make them easier to reach, providing grab rails at the bath and toilet, or at front doors and steps. They may be more complex and include putting ramps to entrances and replacing baths with level showers to make access easier. Depending on your needs and the layout of your present home the changes may even extend to a full kitchen and bathroom adaptation and widening of doors to allow full use of a wheelchair in the house.

Re-housing

If your present home cannot be adapted for your needs you will be considered for re-housing to a house which has the facilities to allow you to live a full life.

In Dundee decisions on re-housing in these circumstances are taken by the Committee for Re-housing People with Physical Disabilities, Housing, Social Work and Medical Staff consider every application and agree which type of house is needed for the individual.

We have adapted houses in most areas of the city although the facilities in these houses vary according to the needs of the previous tenant.

If required, adjustments will be made to tailor the house to your particular needs before you move in. Your type of disability, where your family and friends live, your social life such as church, clubs etc and other relevant factors will all be considered before an offer is made to you so that moving home causes as little disruption to the rest of your life as possible. You can be referred to the Committee for Re-housing People with Physical Disabilities, by your GP, hospital consultant, social worker, occupational therapist or any other carer or helper you may have.

Many of our adapted houses are linked to warden call systems, which allow you to get support, help and advice if you need it.

So who qualifies?

There is no age limit on who qualified for adapted housing. Anyone from a young child to a retired person will be considered. The only thing which matters is need. If you think that you or a member of your family will benefit from specially adapted housing we will be pleased to discuss it with you.

Housing staff can be contacted at the following offices:

| | |
|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Special Needs Housing Investment Unit Floor 2 Dundee House North Lindsay Street Dundee Tel: 01382 434416 / 434135 | Maxwelltown Information Centre, 121-123 Hilltown Tel: 01382 432110 |
| Lochee Housing Office 74 High Street Lochee Tel: 01382 307301 | East District Housing Office 169 Pitkerro Drive Tel: 01382 307401 |

**A large print version of this leaflet is available by
telephoning 01382 434436**

COMPLEMENTARY THERAPIES

Complementary therapies - or alternative therapies - may work well alongside more conventional treatments and help improve your health and wellbeing. Complementary therapies use a holistic method, where the "whole" person is looked at, not just a particular symptom or illness.

Now more than at any time, complementary and conventional medicines are working more closely to improve the health and wellbeing of patients. The National Health Service may offer some therapies through, for example, pain clinics or its homeopathic hospital in Glasgow. Your GP may be willing and able to refer you to a practitioner in your area. In addition, many areas now have stress or healthy living centres that can also offer therapies freely or at reduced rates. You are strongly advised to seek guidance and advice from your GP or qualified practitioner.

Homeopathy

Homeopathy is a therapeutic system, which may be used to treat many common acute and chronic conditions. It works on the principle that 'like treats like'. An illness is treated with a medicine, which could produce similar symptoms in a healthy person. Homeopathic remedies come from a wide variety of sources - mineral, herbal and organic - and are diluted and vigorously shaken many times over. A range of remedies can be bought in most pharmacies and health stores but are likely to be most effective if a homeopathic practitioner has prescribed it specifically for you.

Chiropractic

Chiropractors treat problems with your joints, bones and muscles and the effects they have on your nervous system. Working on all of the joints of your body, concentrating particularly on the spine, they use their hands to make specific adjustments to improve the efficiency of your nervous system and release your body's natural healing ability. All chiropractors are registered by law.

Aromatherapy

Aromatherapy uses oils distilled from plants, called essential oils, to improve mood or health. These oils can be inhaled, added to bathwater or applied as oils during massage. There are around 40 essential oils commonly used in aromatherapy; amongst the most commonly known are lavender, rosemary, eucalyptus and peppermint. Aromatherapy is promoted as a natural way to help people cope with, for example, chronic pain, depression and stress and can produce a feeling of wellbeing. It may also help relieve, for example, bacterial infections or stimulate the immune system. Fragrances from different oils are promoted to have specific health benefits - for example, lavender oil may relieve muscular tension, anxiety and insomnia.

Aromatherapy can be self-administered or applied by a practitioner. For example, a few drops of certain oils can be added to bathwater, diffusers or burners. Or, a practitioner may combine oils with a carrier, usually vegetable oil, for a massage. Your local carers centre or healthy living centre may be able to offer you the opportunity to try out aromatherapy through regular sessions or special "pampering" days for Carers. Alternatively, your local library will have books available on using aromatherapy at home. Remember, essential oils are very strong and must never be swallowed or used undiluted. Please note: if you are pregnant, always seek advice before using any essential oils as some oils are unsuitable during pregnancy.

Acupuncture

Acupuncture is a system of healing which has been practiced in China for thousands of years. Although best known as a means of pain relief, it is also used to treat people with a wide range of illnesses and focuses on improving wellbeing, rather than isolated treatment of specific symptoms.

The philosophy behind acupuncture is that health is dependent on the body's motivating energy - known as Qi - moving in a smooth and balanced way through a series of meridians (channels) beneath the skin. This energy consists of equal and opposite qualities - Yin and Yang - and when these become unbalanced, illness may result. By inserting fine needles into the channels of energy, acupuncture can stimulate the body's own healing response and help restore its natural balance.

With acknowledgement to Carers Scotland.

Homeopathy - your GP may be able to refer you to a NHS practitioner or, the British Homeopathic Association can provide details of your nearest registered practitioner. Contact at Hahnemann House, 29 Park Street West, Luton, LU1 3BE. Tel: 0870 444 3950

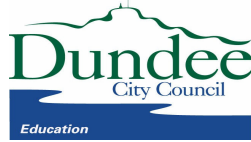
Chiropractic - for more information and details of your nearest registered practitioner, contact British Chiropractic Association, Balgrave House, 17 Balgrave Street, Reading, Berkshire, RG1 1QB. Tel: 0118 950 5950

Aromatherapy - for further information or details of local practitioner, contact the Aromatherapy Consortium, PO Box 6522, Desborough, Kettering, NN14 2YX. Tel: 0870 7743477

Acupuncture - for further information on acupuncture or for details of a local practitioner contact The British Acupuncture Council, 63 Jeddo Road, London, W12 9HQ. Tel: 020 8735 0400

Complementary Medicine - for further information on all aspects of complementary medicine contact the British Complementary Medicine Association, P.O. Box 5122, Bournemouth, BH8 0WG. Tel: 0845 345 5977 or online at www.bcma.co.uk

"Making sense of homeopathy" - single copies available from MIND on 0845 766 0763 or online at www.mind.org.uk



Sports & Leisure

Information for parents with Children with Complex needs

Dundee City Councils Leisure & Arts Departments Disability Sports Officers are able to offer support, advice and opportunities for children with complex needs to take part in physical activity and sport.

The Disability Sports Officers offer after school activities on the following evenings:

Tuesday Evening – Children with Developmental Coordination Difficulties

Wednesday Evening – Children with Disabilities - Football Session

Thursday Evening - Children with Developmental Coordination Difficulties

Tuesday & Thursday Evening - Learn to Swim Classes at Olympia for Children with additional Support needs

The Sports Development section offers holiday activities during **Easter, summer and October**. It is the sections policy to ensure that there are integrated activities running throughout this period. The coaches are all trained in Disability Awareness and also have the support of the Disability Sport Officers if required.

For further information please contact the officer responsible for your age group:

Averil Anderson – Disability Sports Officer Pre-School – Tel: 01382 438866

Darren Thomson – Disability Sports Officer 14 years + - Tel: 01382 432341

Gordon Quinton - Disability Sports Officer 14 years + - Tel: 01382 432346

Music Development Information:

The Arts Development Section run a public programme throughout the year that includes arts and music workshops in city centre venues. Though these are not dedicated sessions for children with additional and complex needs we aim to make all the workshops as inclusive as possible, and will work with carers to support participants with complex needs. If you or a young person that you care for wishes to access any of the events in the public programme, please call either Christine Millar on 01382 432475 or Emily Dewhurst on 01382 432473.

Music

Soundbase

Soundbase is a programme of contemporary music workshops and residencies for 11 – 18 year olds. In the Soundbase Sessions, participants work with professional musicians to learn guitar, bass and drums, songwriting and band skills and are encouraged to form bands and perform original music. We also periodically run DJ and MC workshops. The residencies are more intensive projects where participants work with musicians over a number of days to create new work and perform it. Please call Emily for more information.

Fest'N'Furious

The Dundee Festival of Scottish Music is a three day celebration of Scottish music over the ages, including concerts, workshops, come & try sessions, talks and a ceilidh. Events are open to all ages and workshops and come & try sessions aim to cater for all levels of ability from absolute beginner to intermediate and advanced.

Art & Heritage

McManus Galleries

The McManus Galleries provides both formal and informal learning experiences for schools, community groups and individuals, bringing the Arts and Heritage together through an innovative programme of activities. Children's and young people's workshops are available through The McManus Galleries Exhibition Programme and an Outreach programme supports a broad range of learners, including alternative curriculum groups, young people's projects, family learning groups and adult groups through participation in artist led workshops, projects and museum & gallery visits.