

NSN for Long term effects of COVID-19 CYP Workstream ACTION LOG

Date Added	ID	Business Case Theme/deliverable	Action	Action Update	Responsible Person	Completion Date	Status	Potential Risks and Mitigation	Evidence	Date Cleared
07/05/2025	CYP67	Design and ongoing development of an effective network that is organised and resourced (8)	██████████ to lead a sub-group consisting of ██████████, Helen Goss, ██████████ will start work of a Returning to Education fit note. They will look to produce something before the SO&PB meeting on 11/06/2025	Document is completed, awaiting sign off.	Sub-group		Completed			
07/05/2025	CYP68	Design and ongoing development of an effective network that is organised and resourced (8)	██████████ to send out an editable version of the Trauma Network fitnote to the Fit Note sub-group, and also include potential adjustments and support & resources from Vocational Rehab Pack for consideration if something similar should be included.	Sent	██████████		Completed			
07/05/2025	CYP69	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	██████████ to reach out to the Forth Valley paediatrics department for their feedback on the original Trauma Network fit note, and also their feedback on potential issues when it comes to advocating for any child to only be in part-time education, and the pre-requisites for this (i.e.		██████████		Completed			
07/05/2025	CYP70	Design and ongoing development of an effective network that is organised and resourced (8)	Helen Goss to review the Returning to Work Pack and feedback to the Network her thoughts by 03/06/2025		HG		Completed			
07/05/2025	CYP71	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	██████████ to reach out to ██████████ to get an update on the NES resource of CYP with long covid, and update the group with it's progress.		██████████		In Progress			
07/05/2025	CYP72	Design and ongoing development of an effective network that is organised and resourced (8)	Any member who has any suggestions for future long covid webinars to forward their suggestion/s to the Network Team to pass on to the ALLIANCE.		ALL		In Progress			
07/05/2025	CYP73	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	██████████ to get details of the next webinar, which focuses on CHSS and their advice line, and circulate details to the group, as well as a link to sign up to attend.	Sent along side action log on 26/05/2025	██████████		Completed			
07/05/2025	CYP74	Design and ongoing development of an effective network that is organised and resourced (8)	Workstream asked to think of lessons learned and benefits of the programme, and to share these when the consultation request is sent out to the Network.		ALL		Completed			

NSN for Long effects of COVID-19 - CLOSED ACTIONS

Date Added	ID	Theme	Action	Action Update	Responsible Person	Completion Date	Status	Potential Risks and Mitigation	Evidence	Date Cleared
17/04/2023	CYP01	Developed mechanism for sharing practice and outcomes in new and evolving area (35)	Alison/Isaac to speak with SG Policy team regarding making e-learning more widely available (e-Sgoil)	12/5/23- AG reviewed a response regarding e-Sgoil, it states Where there is less certainty over the possible length of any absence, education outwith school should commence at the earliest opportunity and certainly no more than 15 working days of continuous or 20 working days of intermittent absence.	AG/IU	14/06/2023	Completed			
17/04/2023	CYP04	Developed of care pathways (adult and CYP) based on existing evidence and policy commitment (15)	Ask service planners to include paediatric information in local pathways, recommending that children and young people are referred into local general paediatric services for investigations and onward referral.		AG/IU	14/06/2023	Completed			
17/04/2023	CYP05	Developed of care pathways (adult and CYP) based on existing evidence and policy commitment (15)	Raise concerns with SG Policy team around lengthy paediatric appointment waiting times: can be a barrier to secondary care diagnosis for many different conditions.		AG/IU	22/05/2023	Completed			
17/04/2023	CYP06	Developed mechanism for sharing practice and outcomes in new and evolving area (35)	Share education session being held on Friday 21st April		█	17/04/2023	Completed			
22/11/2023	CYP21	Developed mechanism for sharing practice and outcomes in new and evolving area (38)	Sharing information: Implement the below sharing Strategies: 1) Highlight report 2) Quarterly Newsletter 3) MS: RCPCH group 4) AB: AHP teams in Scotland		IU/EA/MS/AB/All		Completed			
16/08/2023	CYP15	Develop care pathways (CYP) based on existing evidence and policy commitment (15)	Once the pathway is updated - arrange a meeting with Rishma regarding the options for data, tracking patients and measuring compliance.	22/11/23: Meeting has been arranged & can be closed	ED/IU		Completed			
16/08/2023	CYP07	Develop care pathways (adult and CYP) based on existing evidence and policy commitment (15)	Add CYP activity reporting to SPG bi-monthly reporting schedule	Has been added to the reporting	█		Completed			
16/08/2023	CYP09	Develop of care pathways (adult and CYP) based on existing evidence and policy commitment (15)	Find out & consolidate what the boards are currently offering for CYP	22/11/23: This has been added to the bi-monthly update and was raised in the last SPG meeting. Some boards have begun providing updates however others have yet to respond. Can be closed.	IU		Completed			
16/08/2023	CYP10	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	█ to circulate paediatric section of the Support Note to the group for comments	Has been circulated	█	12/09/2023	Completed			
16/08/2023	CYP12	Governance structure...workstreams aligned to the governance (32)	CYPG to email IU information to add to the highlight report.	22/11/23: Completed and can be closed	All		Completed			
16/08/2023	CYP13	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	HG to share the work LCK have done on the "Gold Standard" for a paediatric long covid clinic	22/11/23: This has been completed	HG		Completed			
22/11/2023	CYP34	Developed care pathways (adult and CYP) based on existing evidence and policy commitment (15)	Collate Bi-Monthly CYP update via the SPG spreadsheet before the next CYP meeting in February.	23/11/23: Information was collected and shared with CYP group via MS Teams Channel	█		Completed			
22/11/2023	CYP33	Developed and implemented data strategy (41)	Add CYP data capture to the agenda for the D&I group.		IU/█		Completed			
22/11/2023	CYP35	Design and ongoing development of an effective network that is organised and resourced (8)	Agreement about what this workstream will produce and develop a workplan	Added as an agenda item	All		Completed			
22/11/2023	CYP23	Developed care pathways (adult and CYP) based on existing evidence and policy commitment (15)	█ to share the CYP GP assessment with the CYP group. CYP group to review and provide feedback	Suggest close	█ / All		Completed			
22/11/2023	CYP19	Design and ongoing development of an effective network that is organised and resourced (8)	CYP Membership - █ noted there needs to be more representation from health boards. █) - NHS Grampian rep for national cyp ahp forum - can reach out for membership. CYP group to recruit psychologist to join the workstream. CYP group to recruit paediatricians and share this request throughout healthboards.		█ / All		Completed			
22/11/2023	CYP20	Developed mechanism for sharing practice and outcomes in new and evolving area (38)	Sharing information: █ highlighted a potential risk re. health boards not knowing what is going on in the CYP workstream. █ asked if info. can be sent out about the outputs of this CYP to the network. CYP group will decide what needs to be shared across the network		All		Completed			
22/11/2023	CYP27	Scoped out stakeholders education needs identified (37)	CYP & Families support and education. HG - ask LCK educational psychologist and therapist to come to the e-Sgoil meetings. CYP & Families support and education. █ - asking children with other conditions about whether they feel, it would be helpful (children with mental health difficulties). Medical students doing it as a research project. █ will share the info. as a poster. CM to involve Alliance.		HG		Completed			
22/11/2023	CYP28	Scoped out stakeholders education needs identified (37)			█ / █		Completed			
22/11/2023	CYP30	Design and ongoing development of an effective network that is organised and resourced (8)	CYP & Families support and education. Include a member of education to the CYP membership		IU, █		Completed			
22/11/2023	CYP31	Scoped out stakeholders education needs identified (37)	RISK around the efficacy of using the digital tool for CYP. 1) Don't have the resource to implement in the operational pathways. Unless there is a defined long covid pathway then uncertain it can be implemented. 2) Practical questions being asked - what PROMS will be helpful for CYP. 3) How the digital tool has been used to CYP in England 4) In Lanarkshire CYP have not been using the digital tool therefore the data is not being gathered. █ will add to risk register and raise at CSME meeting		█		Completed			

22/11/2023	CYP22	Developed mechanism for sharing practice and outcomes in new and evolving area (38)	LCK - Educational Tool Kit Videos have been sent out to all schools. Educational Tool kit to be shared with LCN Programme Teams so they can cascade.	Suggest close	HG / ■		Completed			
22/11/2023	CYP24	Scoped out stakeholders education needs identified (37)	In the chat (HG) "There's recent research out that shows a very high number of adults and children with LC are suffering either POTS or orthostatic intolerance. Unfortunately Cardiology are often saying "not my remit" which leaves the child untreated. Just spotlighting that". ■ will meet with POTS stakeholders and feedback to the CYP group.	Suggest close	■		Completed			
22/11/2023	CYP25	Developed care pathways (adult and CPY) based on existing evidence and policy commitment (15)	Circulate the CYP GP assessment guidelines to the CSME group, 2GPs in SPG and LE group for comments and feedback before circulating to the wider programme.	Suggest close	IU / ■		Completed			
22/11/2023	CYP26	Scoped out stakeholders education needs identified (37)	CYP & Families support and education. ■ will start the conversation by reaching out to the bodies involved. e-Sgo ■ requested a member of CYP to come to the meetings, particularly someone who has experience of CYP who do not attend school. ■ will set up an initial meeting and feedback to the group. CYP group members to nominate themselves if they would like to join the initial meeting.	Suggest close	■		Completed			
22/11/2023	CYP29	Design and ongoing development of an effective network that is organised and resourced (8)	CYP & Families support and education. ■ suggested linking in with government education bodies. Head of Education in SG, policy officer. ■ will forward the name to ■.	Suggest close	■		Completed			
21/02/2024	CYP30	Design and ongoing development of an effective network that is organised and resourced (8)	HG has stepped down from the LC CYP Group. ■ to thank HG for her contribution.		All		Completed			
16/08/2023	CYP14	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	For education. HG to share the names of people she would like to be considered, so when we come to decide on topics we've got a broad range of specialists to call upon. E.g. ■	22/11/23: There are challenges in recruiting people for this request. Progress is being made.	HG		Completed			
16/08/2023	CYP16	Programme controls developed and implemented (31)	Add risks to risk register: a lack of resources for CYP because we can't quantify the activity.	22/11/23: This has been added and can be closed.	IU		Completed			
22/11/2023	CYP17	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	Develop educational opportunities for children unable to access mainstream schooling for example roll out of e-sgiol. Create a project brief for this as part of the CYP workstream and add as a standing item on the agenda	16/2/24-This could be added as a future workplan for workstream-therefore suggest close.	All/ IU		Completed			
17/04/2023	CYP02	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	Produce a bitesize education resource for GPs/Paediatricians: A4 size poster to raise awareness, mostly aimed at primary care. NHS NSS will support the printing and distribution of it.	16/08/2023 Discuss with project Echo Link in with Helen & Lond Covid Kids Align to education Strategy. Poster may not be the ideal way forward.	■	14/06/2023	Completed			
17/04/2023	CYP03	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	Helen to share a flyer signposting families to Long Covid Kids for peer support, with members of this workstream.	16/08/2023 Long Covid Kids working group NHS England already been send around. Can update and adopt this. It is on the healthier together website. IU to investigate funding options. 22/11/23: Ongoing. CM will speak to NHS Inform re. the microsite	HG	21/04/2023	Completed			
16/08/2023	CYP08	Governance structure...workstreams aligned to the governance (32)	CYP membership - add representation from (1) Each of the boards (2) Medical professionals - Paediatricians	22/11/23: HG has sent some recommendations. There have been challenges trying to recruit people to the programme.	■ / All		Completed			
16/08/2023	CYP11	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	Update the paediatric section of the Implementation Support Note (1) Refresh (2) Shorten & Easier to read (3) Make it more accessible to users online (4) Include evaluation e.g. compliance with the pathway Draft required by 12/09/2023 ■ to include Scott from CSME from a primary care perspective	Updated CYP Pathway complete	■	12/09/2023	Completed			
22/11/2023	CYP18	Design and ongoing development of an effective network that is organised and resourced (8)	CYP Membership - HG requested another LE CYP representative. HG will propose some members.		HG/ All		Completed			
21/02/2024	CYP31	Design and ongoing development of an effective network that is organised and resourced (8)	■ to consider and recommend potential members to join the group from LC CYP		■		Completed			
21/02/2024	CYP33	Developed care pathways (adult and CPY) based on existing evidence and policy commitment (15)	The Clinical Pathway for CYP who may have LC pathway to be circulated to the group for comment and approval by the end of the week before circulation round the work streams for approval before final approval from the NSS Approval board. Approval can be done via e-mail.	Recommend close	All		Completed			
21/02/2024	CYP34	Design and ongoing development of an effective network that is organised and resourced (8)	IU to ensure all relevant parties are on the Teams channel	Recommend close	IU		Completed			
21/02/2024	CYP35	Design and ongoing development of an effective network that is organised and resourced (8)	The Risk Register is to be merged with the Subject Matter Risk Register	Recommend close	IU		Completed			
21/02/2024	CYP36	Design and ongoing development of an effective network that is organised and resourced (8)	■ and IU to locate a contact for LC Kids	does this duplicate the action for ■ abov	■ and IU		Completed			
21/02/2024	CYP38	Design and ongoing development of an effective network that is organised and resourced (8)	IU to amend the word people to adults on the Longframe Milestone spreadsheet to clarify age group	Make outputs more generic. Logframe reviewed.	IU		Completed			
21/02/2024	CYP39	Design and ongoing development of an effective network that is organised and resourced (8)	IU to coordinate a meeting with ■ and ■ to update the, workplan, Logframe and Risk Register		IU		Completed			
21/02/2024	CYP42	Developed care pathways (adult and CPY) based on existing evidence and policy commitment (15)	■ is leaving at the end of March. The Group thanked her for her contributions and gave her their best wishes.		All		Completed			

21/02/2024	CYP32	Developed care pathways (adult and CYP) based on existing evidence and policy commitment (15)	█ to explore how best to disseminate information about LC in CYP along with the pathway work.	Project ECHO, Peer Resource, and Peer Education groups. To see if we can get NES etc to disseminate it	█	27/05/2024	Completed			
21/02/2024	CYP37	Design and ongoing development of an effective network that is organised and resourced (8)	IU to insert another output on the CYP relevant spreadsheet Logframe Milestone	Eddie and Isaac to review logframe, and add what is specific output for CYP	IU		Completed			
21/02/2024	CYP40	Developed care pathways (adult and CYP) based on existing evidence and policy commitment (15)	█ and IU to meet to work on the Workplan - to follow up with the boards to what extent they deliver the pathway and how to signpost support via various routes for professionals, families and children over the year.	See CYP45	█ and IU		Completed			
15/05/2024	CYP44	Evaluation undertaken of post COVID services (including long COVID clinics) in comparison to pathways in Scotland (25)	Review and update the Draft questions for survey: 'Management pathways available for Children and Young People with Long Covid' -find correct terminology for long COVID	CM & ED meeting 5th June 12:30 to go over questions.	█ and █		Completed			
15/05/2024	CYP45	Evaluation undertaken of post COVID services (including long COVID clinics) in comparison to pathways in Scotland (25)	Send out questions to CYP members for final feedback- 'Management pathways available for Children and Young People with Long Covid'	Questions can be sent once approved from 5th June meeting	█		Completed			
15/05/2024	CYP46	Design and ongoing development of an effective network that is organised and resourced (8)	Any risks and issues to be sent to IU		All		Completed			
15/05/2024	CYP47	Design and ongoing development of an effective network that is organised and resourced (8)	Highlight anything in the annual report which is due on 31 May 2024.		All		Completed			
15/05/2024	CYP48	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	Share Grampian University video with group which features identification and support needs of children with long COVID in school and connecting them with local LC services.	21/05/24 I have contacted █ and asked for the video link so we can review it before sending out to CYP members. 24/05/24 video sent from █ mailbox to CYP members 09:25am	RM / CJ		Completed			
21/02/2024	CYP41	Developed care pathways (adult and CYP) based on existing evidence and policy commitment (15)	█ to explore what has worked well in the other Home Nations and to find contacts to discuss good practice.	█ to touch base with Wales clinician, expects to come back by next meeting	█		Completed			
15/05/2024	CYP43	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	Discuss CYP Educational Rehab at Voc Rehab workstream meeting and that it would be more suitable to keep the remit for this with the CYP workstream.	Will be discussed at Voc Rehab meeting at 01/08/2024	█		Completed			
07/08/2024	CYP50	Design and ongoing development of an effective network that is organised and resourced (8)	Final draft of the ToR to be given until 19/08/2024 for any final comments before going to SO&PB for approval.	Final ToR now approved	█		Completed			
07/08/2024	CYP51	Evaluation undertaken of post COVID services (including long COVID clinics) in comparison to pathways in Scotland (25)	HB CYP Questionnaire to be given until 12/08/2024 for final comments. After this it is to be sent out to the SP&CSME and asked for them to complete.	Survey due to be sent out on Monday 26th August and respondents will have until 3rd September to complete. The survey was then sent out again, and HB given until 31st October to respond.	█		Completed			
07/08/2024	CYP52	Design and ongoing development of an effective network that is organised and resourced (8)	Isaac to take issue of yearly incremental uplift back to Scot Gov and also to include it in Sustainability recommendations going forward as currently it is unfunded with Boards always being funded the same amount year after year.	Isaac has contacted Scot Gov for comment	IU		Completed			
07/08/2024	CYP53	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	█ reached out to Chair █ from NHS Lothian as he has two new OT who have just started with CYP and he has asked █ for some professional contacts he could put him in touch with. 3 OTs in the meeting (█ and) all volunteered, and Helen Goss recommended █, and said she would pass over her details to █ as well.	Emails of █ have all been passed on to █ for him to provide to █.	█ / HG		Completed			
07/08/2024	CYP54	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	Helen Goss to reach out to █ to see if she can facilitate using the PEDs QL	Helen supplied information on PEDs QL and this was sent out to █ & █ from LC Mailbox at 16:16 on 23/08/2024	HG		Completed			
13/11/2024	CYP55	Evaluation undertaken of post COVID services (including long COVID clinics) in comparison to pathways in Scotland (25)	█ to feed back to group in Q1 with summary of CYP gap-analysis, with discussion on next steps.		█		Completed			
07/08/2024	CYP49	Design and ongoing development of an effective network that is organised and resourced (8)	PHS have a programme team working with Education Scotland and schools. █ said she would pick up with their lead █ after this CYP meeting (07/08/24) to see if there's an opportunity that can be utilised to pull in the Education system to the CYP group. █ is to copy Network team in who are to share with Eddie the outcome.	Email sent to █ from LC mailbox on 12/08/2024 as action reminder and asking for update.	█ / CJ		Completed			
05/02/2025	CYP56	Design and ongoing development of an effective network that is organised and resourced (8)	HG has written a letter to ScotGov, asking for the Health and Social Care Committee to provide oversight on the CYP long COVID situation. Share this letter with the network, and so it will be disseminated to the workstream for their information.	Sent out with the action log 19/02/2025	HG / █		Completed			
05/02/2025	CYP57	Design and ongoing development of an effective network that is organised and resourced (8)	█ to see if there is an update from SG about sustainable funding for CYP for post 2026.		█		Completed			
05/02/2025	CYP58	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	█ will disseminate Voc Rehab's Employer Letter and supporting documents once approved by the VR group. These materials may serve as a foundation for CYP to develop a similar education-based letter.	Sent to group 01/04/2025	█		Completed			
05/02/2025	CYP60	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	HG pass on NES document to Network to be shared with group to see if parts can be used in the Information Pack for CYP.	Sent out with the action log 19/02/2025	HG / █		Completed			
05/02/2025	CYP61	Design and ongoing development of an effective network that is organised and resourced (8)	The need for EQIA for CYP was discussed. Network to ask Board Leads if they have an EQIA for CYP already in place.	SP	IU		Completed			

05/02/2025	CYP62	Design and ongoing development of an effective network that is organised and resourced (8)	Concerns were discussed for diminished attendance at the CYP meetings. Network to ask current CYP workstream members to if they would like to remain part of the group or if there are other (or more appropriate) members they can recommend to join and/or replace them.	At this stage of the programme it is not recommended to recruit new members until we know if the programme is sustainable.	■		Completed			
05/02/2025	CYP63	Design and ongoing development of an effective network that is organised and resourced (8)	CYP members to reach out to NHS Lothian and targeted paediatric services to recruit additional workstream members. ■ will contact paediatric services within GGC that see patients diagnosed with ME/chronic fatigue, and other members are encouraged to do the same within their respective Health Boards. ■ will also explore recruitment opportunities at an upcoming CYP conference in Birmingham.	At this stage of the programme it is not recommended to recruit new members until we know if the programme is sustainable.	ALL		Completed			
05/02/2025	CYP66	Governance structure...workstreams aligned to the governance (32)	■ to ask other CYP members for CYP Pathway Summary document approval when sending out action log		■		Completed			
05/02/2025	CYP59	Design and ongoing development of an effective network that is organised and resourced (8)	ED, CR & LK to begin work on an Education Pack- which is likely to include a letter to school, explanation of potential adjustments, support information, and resources	This will now be a fit note. Please see CYP67.	■■■■■		Completed			
05/02/2025	CYP64	Develop mechanism for sharing practice and outcomes in new and evolving area (35)	■ to explore a project ECHO focused on treating CYP, so that GPs are educated on this topic.	I made contact with the organisers and they replied explaining that they were currently considering options for future session and that a session focusing on Children and young people is something that they will raise and see if it would be possible. I explained my job title and that i would be happy support if a session was planned.	■		Completed			
05/02/2025	CYP65	Design and ongoing development of an effective network that is organised and resourced (8)	Recommendation to be taken to Steering Group and the SO&PB for a regional CYP/long COVID model to be created. ED to draft something to present to the Steering Group.	■ brought topic to Steering Group and SO&PB, and is creating a detailed proposal to put forward to be discussed at the next round of meetings. ON HOLD	IU		Completed			