



Silsden and Steeton Medical Practice

Hayfever

Hay fever is an allergic reaction to pollen, typically when it comes into contact with your mouth, nose, eyes and throat. Pollen is a fine powder from plants. Symptoms include, sneezing and coughing, a runny or blocked nose, itchy, red or watery eyes, itchy throat, mouth, nose and ears, loss of smell, pain around your temples and forehead, headache, earache and feeling tired. Speak to your pharmacist if you have hay fever. They can give advice and suggest the best treatments, like antihistamine drops, tablets or nasal sprays

Sun Safety Tips —make sure you spend time in the shade between 11am and 3pm, make sure you never burn, cover up with suitable clothing and sunglasses, take extra care with children and use at least factor 15 sunscreen



Steeton Surgery Temporary Closure

Steeton surgery will be closed the week commencing 16th July for routine building works. All appointments will be at our Silsden surgery during this time. We are sorry for any inconvenience this may cause.

Wasted appointments

The number of wasted appointments continues to be a problem for both staff and patients. This is a significant waste of GP and Nurse time and NHS resources and money. This also means that patients who need appointments are unable to book into the wasted slot.

Wherever possible PLEASE inform the surgery and cancel your appointment if you are unable to attend. Even if only half an hour before. There are usually patients wanting urgent appointments who can come at short notice to use the slot.

If you are not already registered for an online account, please bring some photo ID and ask at reception for a log in and password.

Please see next page for information on Self Help

See below some information about Self Help. For more information, please visit their website on www.actionforhappiness.org—this chart helps take each day at a time. There are lots of local support groups—please contact us at the surgery for more information.



ACTION CALENDAR: JUMP BACK JULY 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Make a list of things that you're looking forward to	2 Find an action you can take to overcome a problem or worry	3 Adopt a growth mindset. Change "I can't" into "I can't... yet"	4 Be willing to ask for help when you need it today (and always)	5 Avoid saying "must" or "should" to yourself today	6 Put a problem in perspective and see the bigger picture	7 Shift your mood by doing something you really enjoy
8 Get the basics right - eat well, exercise and go to bed on time	9 When things get tough, say to yourself "this too shall pass"	10 Reach out to someone you trust and share your feelings with them	11 Look for something positive in a difficult situation	12 When things go wrong, be compassionate to yourself	13 Challenge negative thoughts. Find an alternative interpretation	14 Go for a walk to clear your head when you feel overwhelmed
15 Find fun ways to distract yourself from unhelpful thoughts	16 Set yourself an achievable goal and make it happen	17 Use one of your strengths to overcome a challenge today	18 Let go of the small stuff and focus on the things that matter	19 Write worries down and save them for a specific 'worry time'	20 If you can't change it, change the way you think about it	21 Ask yourself: "What's the best that can happen?"
22 Make a list of 3 things that you feel hopeful about	23 Remember that all feelings and situations pass in time	24 Choose to see something good about what has gone wrong	25 Notice when you are feeling judgemental and be kind instead	26 Identify what helped you get through a tough time in your life	27 Write down 3 things you're grateful for (even if today was hard)	28 Think about what you can learn from a recent challenge
29 Catch yourself over-reacting and take a deep breath	30 Ask for help from a friend, family member or colleague	31 Remember we all struggle at times - it's part of being human	<p>"Everything can be taken from a man but one thing: to choose one's attitude in any given set of circumstances" ~ Viktor Frankl</p> 			

ACTION FOR HAPPINESS



www.actionforhappiness.org

Find out more about the Ten Keys to Happier Living, including books, guides, posters and more here: www.actionforhappiness.org/10-keys

Staff Update

The end of spring said a fond farewell to 2 of our longstanding staff.

Nurse Elspeth Holmes retired after being with the practice **14 years** Elspeth and her husband are looking forward to more holidays and visiting their families in Scotland, London and Canada!

Assistant Practice Manager Janet Barker who has been with the practice for **27 years** chose to retire at the end of May. Janet with 4 grandchildren, we are sure will be kept busy—but she is also looking forward to spending more time with her husband on their motorbike!

The practice welcomed 2 new receptionist's to our team. Leanne & Jacqueline joined the practice and have become valuable members of staff already.

Surgery Training

Our Protection Learning Time (PLT) was previously every 2nd Thursday of every month. Due to changes within NHS England, we now have these training times at different intervals during the year.

Thursday 9th August, practice will close at 1pm, reopens 8am Friday 10th August

Thursday 13th September, practice will close at 1pm, reopens 8am Friday 14th September.

Thursday 11th October, practice will close at 1pm, reopens 8am Friday 14th September.

Friends and Family Feedback

Are you happy with the service you get from the Practice? If so, tell us. If not, tell us too! The Practice welcomes feedback and uses it to try to improve services. We would welcome you completing a Friends and Family Questionnaire which is anonymous and posting your card into the blue box in reception.

GDPR

We hold sensitive and confidential data about you in our computer system.

We have a duty of care to ensure we protect this information for you.

We share this information with some other NHS services such as hospitals, in order to improve the care that you receive.

Other NHS services also share their information about you with us.

These organisations are listed in our Privacy Notice.