

## Initial Health Assessment Process

**Children and Young People who are looked after require an Initial Health Assessment by a Medical Practitioner before the first Looked After Children Review held within 28 days. The same process will be used for children/young people placed out of the Borough of Harrow.**

Process	Timescale	Action Required	Lead Responsible
Referral form sent to Lead Nurse advising child/young person has come into care	Within <b>72 hrs.</b> of coming into care	Health referral form completed with basic information and sent to the Lead Nurse electronically <b>Social Worker should be seeking health information prior to their coming into care</b>	Social Worker
British Association for Adoption And Fostering (BAAF) Forms completed with birth parents: parental health history and consent to access their medical records and the child's medical records		Social Worker to complete in full. Consent provided to share health information.	Social Worker
BAAF Forms sent to maternity hospital where child born requesting birth and neonatal reports		Social Worker to send requests for information as a matter of urgency	Social Worker
BAAF Initial Health Assessment form Part A completed with all relevant information including reason for being in care, date taken into care, details of carer, address and telephone and GP details. See Appendix 1		Social Worker completes the appropriate paperwork and provides information as required on Appendix 1	Social Worker
Consent signed by person with Parental Responsibility		Social Worker completes the appropriate paperwork and provides information	Social Worker
Completed forms to be sent to the Lead Nurse with a formal request to complete a health assessment	Within <b>5 working days</b>	Lead Nurse will escalate to CLA Service Manager immediately any case that has inadequate health information to progress the health assessments. The CLA Service Manager will ensure the information is provided within 24hrs	Lead Nurse Service Manager Social Care

Any additional health reports to be sent to the Lead Nurse as soon as available	As soon as received	Social Worker to ensure that all health information is forwarded on to the Lead Nurse	Social Worker
Formal request received and review of paperwork undertaken		Lead Nurse makes appointment for IHA at Northwick Park Hospital or another appropriate health professional.	Lead Nurse/Health Administrators
Child/Young person seen for Initial Health Assessment within 5 days	Within 10 days of being in care	Designated Doctor to ensure timescales are adhered to within the Community Paediatricians. Health Administration and Lead Nurse to monitor the timescales and be alert to potential delays	Designated Doctor
Completed IHA returned to Lead Nurse	Within 5 days of appointment	Lead Nurse maintains health database.	Lead Nurse
<b>Health Plans:</b>			
To ensure Part C is completed and a clear health plan apparent. To monitor the quality of completed IHA forms		Designated Doctor to ensure Part C has been completed correctly and to review the quality of the IHA's. Designated Doctor to ensure that Part C's include the health professional that will complete the Review Health Assessment so the pathway is clear	Designated Doctor
The Lead Health Professional is aware of the health plan and ensures the health needs are being met and health records are updated. Ensure a copy is sent to the GP		Lead Nurse to liaise with the Lead Health Professional and for all to understand their roles. Direct discussion should occur between the Lead Health Professional and other health professionals such as SALT/Paediatricians, but the Lead Nurse needs to be copied into correspondence (unless Rio can do this)	Lead Nurse
Part C returned to Social Care via health and social care administrative support and uploaded on Framework I	Within 5 days of completion	Designated Doctor completes Part C. Health Administration and Social Care Administration to liaise. Part C uploaded on Framework I by Social Care Administrator	Health/Social Care Administration
To ensure that the health plan is monitored and the actions are completed by the professionals named on the plan. Regular liaison with the Lead Health Professional. Independent Reviewing Officer to be advised		Social Worker to ensure the health plan is progressed in a timely manner and good liaison is maintained with the Lead Health Professional	Social Worker

of the health plan			
To ensure that the health plan is discussed and progressing appropriately at the Review. For the IHA to be completed within the required timescale and be of good quality	At first Review held within <b>28 days</b>	Independent Reviewing Officers to ensure that the health plan is being progressed and health needs are being met. Challenge Social Worker/Health Professional if progress not being made. IRO to work with Designated Nurse/NHS Harrow to provide data on timeliness of IHA's and involvement of health professionals at Review	Independent Reviewing Officer
Every child/young person in care has a health record on Rio that is current and has a clear health plan to meet the health needs that have been identified. The child/young person's record to have an alert on so that their vulnerability is identified and services can be fast tracked as required	On receipt of referral for health assessment	Lead Nurse will ensure that every child/young person has a health record on Rio and there is a caseload so there is a better understanding of this vulnerable cohort. Records will be maintained according to the Nursing and Midwifery Council (NMC) guidelines. SDQ's to be shared and uploaded on Rio	Lead Nurse
Initial Health Assessment process to be run within the required timescales and to provide good quality health assessments and plans to ensure the health needs of children and young people in care are met	Within <b>28 days</b>	Ensure the development of database that records the process for health assessments. It will serve as a log so at any time the Lead Nurse can see at what stage each request is at. The database needs developing by the Health Administration and maintained by them to ensure smooth running of the process. The Lead Nurse will specify what is needed for the database and ensure that it is maintained. Access will be available to the Safeguarding Children Team under the Named Nurse	Lead Nurse