

## Review Health Assessment Process

**A Review Health Assessment is required every year for children and young people over the age of 5 years who are in care and every six months for children under the age of 5 years. The same process will be followed for children/young people placed out of the Borough of Harrow**

Process	Timescale	Action Required	Lead Responsible
Referral form to be completed and sent to the Lead Nurse requesting a RHA	<b>3 months</b> prior to due date	Referral form completed with health information as required	Social Worker
British Association for Adoption and Fostering (BAAF) Form completed 3 months prior to the due date for the RHA		Social Worker to gather information for the RHA to be processed	Social Worker
Part A completed with all details including who has PR, contact with birth family, name and address of carers, name and contact details of GP		Social Worker to provide all the information as per Appendix 1	Social Worker
Consent signed by person with PR or blank if young person is deemed to be Fraser Competent		Social Worker to gain consent from the appropriate person or leave blank if Fraser Competent	Social Worker
Completed forms and request for RHA sent to the Lead Nurse	Within <b>6 weeks</b> from the request	Social Worker to ensure all forms are completed correctly so the health assessment can be completed	Social Worker
Forms checked to ensure the essential information has been sent		Lead Nurse to escalate any requests that do not have complete paperwork within 24 hours to the CLA Service Manager Response within 24 hours	Lead Nurse
Lead Nurse identifies the most appropriate health professional to carry out the RHA with	Within <b>5 days</b> of	Lead Nurse to forward completed forms to the health professional and provide	Lead Nurse

reference to the IHA. Discussions with the DN if new health needs have been discovered or any new issues have come up for the child/young person	request	support/advice.	
The Lead Nurse sends any relevant information such as previous health assessments, SDQ's, immunisations etc. with the request for completion of the health assessment		Lead Nurse to ensure all relevant information is passed on to the health professional, including the SDQ. Lead Nurse to support the inclusion of the SDQ in the health assessment	Lead Nurse
<b>Health Plan:</b>			
RHA completed by the health professional and returned to the Lead Nurse. A good quality health assessment has been carried out and the health needs have been identified	Within <b>5 days</b> of being returned	Lead Nurse with the Designated Nurse will review the quality of the health assessments and ensure Part C is completed. Lead Nurse/Named Nurse to train all HV/SN's on carrying out assessments which is mandatory. To cover an understanding of the health needs of looked after children and young people, the process, the importance of the health assessment and how to record all the information on Rio	Designated Nurse
Part C of the RHA will be uploaded on to Framework I by the social care administrator	Within <b>5 days</b> of completion of the RHA	Good liaison between the Health and Social Care Administrator to ensure sharing of information pertaining to health assessments	Health/Social Care Administration
Close liaison with Lead Health Professional to ensure the actions are monitored and completed. Inform IRO and discuss at the reviews	Within <b>5 days</b> of receiving completed	Social Worker to liaise closely with the Lead Health Professional	Social Worker

	review		
Health record to be completed. Review Health Assessment to be scanned onto Rio by Health Visitor/School Nurse. Lead Nurse to be aware of health plan	On completion of health assessment	Lead Nurse to have looked after children caseload on Rio so information can be shared	
Completed RHA to be copied to the GP	Within <b>8 days</b> of completion of RHA	Lead Nurse to ensure this is done but delegate to Health Administration	Lead Nurse
Lead Nurse to have a good oversight of the health needs of the looked after children and young people and work with the Designated Professionals to ensure the health gaps are lessened	During period of care	Lead Nurse to work with Designated Professionals to understand the health needs and ensure they are met by the current service provision.	Designated Professionals