**Initial Health Assessment (IHA) Process Guidance**

* The Coram BAAF IHA documentation should be completed and returned to barnsleylachealth@barnsley.gov.uk within **five working days** of the young person becoming looked after. An IHA will not be booked by business support until this paperwork is received.
* Where an interpreter is required for the young person or parents/carers (if attending), it is the social workers responsibility to arrange this. This should be a face to face interpreter wherever possible and they should be booked for the duration of the appointment.
* The young person’s allocated social worker **must** attend the IHA appointment. (The only exception is if the allocated social worker is in court or on annual leave. Under these circumstances the social worker is expected to complete the ‘Social worker report for IHA’ and return this to business support barnsleylachealth@barnsley.gov.uk at least 2 working days before the IHA appointment. The allocated social worker is to ensure another social worker who has knowledge of the young person, their social care involvement and health attends the IHA appointment).
* The paperwork must be fully completed and signed and should include:
* **Coram BAAF form IHA-C (for young people aged under 10 years) or Coram BAAF form IHA-YP (for young people aged over 10 years). This is the consent for the medical itself. MANDATORY.**

**- Part A** and **the consent section (including carers’ full details and telephone number)** must be fully completed and signed.

* **Coram BAAF Consent form – This is the consent for the obtaining and sharing of information. MANDATORY.**

**- Part A** needs to be completed in full.

- Then either all of part B, C or D, dependent on the young person’s circumstances (see below)

- **Part B** is to be signed by birth parents if they hold PR, with a witness signature provided by the social worker. Birth parents can opt to consent to give access to their own health information and for this to be shared (Section B part 1). However, they **must** give consent to give access to their child’s health information and for this to be shared (Section B part 2). (If parents are signing, then a separate consent form should be completed for each parent with PR).

- **Part C** is to be signed by the young person with a witness signature if they are old enough to consent themselves.

- **Part D** is to be signed by the social worker if the Local Authority shares PR and birth parents refuse to sign the consent forms.

- If the child is accommodated under Section 20, then the IHA C/YP and Consent forms **should be signed by a parent/carer with PR for the young person**.

- If the young person is 16 years or older (assuming capacity and consent), then they can sign the IHA YP and Consent Form forms themselves.

- Signatures should be handwritten or electronic signatures (typed names are not acceptable).

* **Coram BAAF form PH**

- **Part A** and **Part B** need to be completed in full by birth parents if they are willing to do this. (If birth parents refuse, the IHA can still go ahead, and the medical advisor should be informed of this refusal). Birth parents who do not hold PR can also complete the forms. Information provided within PH forms will be included in the final IHA report. However, health records of birth parents will only be accessed further if they consent to this by signing the Consent Form (see above).

**Completed documents should be sent to Business Support as separate documents.**

**If social workers have any queries on completing the above forms, they should contact Business Support LAC Health Assessments Team** BarnsleyLAChealth@barnsley.gov.uk