Subject: Health Assessments for Looked After Children

Issue date: July 2016

Target Group:

For Action - Social Workers, Senior Practitioners, Assistant Team Managers, Team Managers, Heads of Service, Safeguarding Children Support team, Independent Reviewing Officers.

For information - LAC Nurse Service, Health Visitors and School Nurses, Community Paediatricians.

Requirements:

Health Assessments are required for all looked after children as follows:

Initial Health Assessments (IHA) for all children must take place within 20 working days of them becoming looked after (Section 20 or Section 31/38 (interim/care orders, Children Act 1989).

Review Health Assessments (RHA) must take place as a statutory requirement every six months for children up to the age of 5 years of age and annually for children aged 6 until 18 years of age, unless indicated sooner by a medical practitioner.

The process and timescales listed below must be adhered to:

Day 1 (when child/young person becomes looked after)

1. On the same day a child/young person becomes looked after, the social worker must begin the LAC Planning Process on the child’s electronic file (Frameworki). Social workers must trigger the Health Assessment Outcome as part of this process as this begins a separate Health Episode on the child’s file.

2. Social Worker must also notify the Safeguarding Children Support team via Frameworki outcome (‘notify Q and P of LAC planning’).

3. Safeguarding children Support team will alert the LAC Nurse Service to a new child becoming looked after. Notification to be sent to
   a. rmh-tr.lookedafterchildrennurses@nhs.net
   b. est-tr.ChildSafeguardingQMHC@nhs.net
   c. Designated Nurse Sutton CCG via council email

4. Social Worker to ensure that consent is signed by appropriate adult with parental responsibility (on IHA/RHA Part A) to the health assessment and for the request to share health information on the child/parent as required (BAAF Consent Form). If section 20 this requires the parents signature and this must be obtained at the same time as the signature for agreement to
accommodate. This should be sought on the day the parent agrees for the child to be accommodated (section 20).

5. When a child is made subject to an order (interim/full/emergency care order) this consent can be given by Head of Service in Children’s Social Care.

Day 1-3 (of the child becoming looked after)

1. Social Worker must complete Part A of the Initial Health Assessment (IHA) Form (use correct form for age). This requires background information to the health professional completing the assessment. When completing this document the social worker will make sure that reasons why the child is being looked after, as well as any key health issues known are reported. The parent is required to sign the bottom of page 2 of this document, which gives consent to the health assessment going ahead.

2. For all children under the age of 9 years, an additional form MB Obstetrics Form must be completed. The Social Worker must complete Part A of this document and will need to ask the parent for details of the child’s birth and any neonatal issues.

3. The completed forms (IHA, Consent, Obstetrics Form (if appropriate) and placement plan) must be completed and returned to the Safeguarding Children Support team:

   safeguardingchildren@sutton.gov.uk

   who will then clarify documents have been completed correctly and forward to email address:

   est-tr.ChildSafeguardingQMHC@nhs.net

4. by secure email within 3 days of the child becoming looked after so that an IHA can be booked, completed, quality assured and returned to LBS Social Care within 20 working days

5. The Health Assessment Summary and Recommendations must be shared with the social worker, family, foster carer and other key professionals within 20 working days of the assessment.

6. Social Worker must then use the recommendations from the Health Assessment into the Child’s Individual Health Plan (the Health Plan template can be completed as an outcome in the Health Assessment episode in Framework)
Key documents required for Initial Health Assessments (IHA):

Under 9 year olds

1. BAAF IHA Child (ensure consent is appropriately signed) – Part A completed
2. Consent to share information Form
3. Placement Plan
4. MB Obstetrics Form

10-18 year olds

1. BAAF IHA (ensure consent is appropriately signed) – Part A completed
2. Consent to share information Form
3. Placement Plan

Timescales for Review Health Assessments

1. All RHAs must take place at 6 monthly intervals (under 5's) and annually (5+) unless recommended sooner in the previous LAC medical report i.e. for medical reason.
2. The Designated Doctor will consider whether any child requires a more frequent assessment and will discuss this with the LAC nurse/social work team.
3. Two months prior to the review health assessment due date, the Looked-after Children Nurses Team will send an BAAF RHA Form to the Sutton Social Care Safeguarding Children Support Team by secure email: safeguardingchildren@sutton.gov.uk Part A of this form must be completed to update key information and to ensure that the placement/contact details are correct.
4. The RHA must be returned to the Looked-after Children Nurses Team inbox: rmh-tr.lookedafterchildrennurses@nhs.net within 3 working days of receipt together with valid consent
5. An RHA date will be set by the health team within the timescale required.
6. The Review Health Assessment report will be available within 20 working days and Part C will be by Looked-after Children Nurses Team to social care via: safeguardingchildren@sutton.gov.uk
7. The social worker will then update the Health Plan in line with any additional recommendations/requirements and this will be shared with the child, carer and IRO.

What action is required when a child ceases to be looked after:

London Borough of Sutton revised Practice Directive 6.7.16
LB Sutton Children and Families Service - Practice Directive No. 16

If a child ceases to be looked after social workers/Reviewing and Safeguarding Team must notify the Looked-after Children nurses and the Designated Nurse LAC Sutton CCG via secure email.

**Problem Solving**

In the majority of cases the process will work smoothly. However, sometimes delay can occur and we must all safeguard against this. It is important that key issues are raised at an early point.

If timescales are not adhered to, managers need to be in contact to alert each other and to ensure a quick response is gathered.

Concerns that cannot be resolved will be escalated to senior managers for resolution across teams/services.

Independent Reviewing Officers will raise an alert if the child’s health assessment has not been organised or has been unreasonably delayed.

**Child’s Electronic Record (Children’s Social Care Requirements)**

All Health Assessments must be triggered in Framework at the LAC Planning stage. This will trigger the health episode and the Health Plan template will appear as part of this workflow.

The social worker is required to transfer key actions from the health assessment into the Health Plan template.

To record in FWi that a Health Assessment has taken place in please follow the below instructions:

**From the front FWi screen – Click through Health > Health Assessments**

Add in dates below and any relevant notes. Set the **Next Assessment Due** date to one year’s time.
Add Health Assessment -

<table>
<thead>
<tr>
<th>Date Requested</th>
<th>Assessment Date</th>
<th>Next Assessment Due</th>
<th>Notes</th>
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Strengths & Difficulties Questionnaire Completed
- Yes
- No
- Not Applicable

Score (0 - 40)

Reason for not Completing