**Rapid Response to Child Deaths**

**Minutes Template for Early Inter Agency Case Discussion Meeting**

Always refer to the Pan Sussex protocols for managing an unexpected child death, which can be found at: [**http://sussex.procedures.org.uk/tkypx/children-in-specific-circumstances/unexpected-child-death/#s483**](http://sussex.procedures.org.uk/tkypx/children-in-specific-circumstances/unexpected-child-death/#s483)

|  |  |
| --- | --- |
| **Case Number** |  |
| **Name of Child** |  |
| **Name of Chair (CSC Rep)** |  |
| **Date of Meeting** |  |

**List of Attendees**

There **MUST** be at least ONE representative from the following 3 agencies present, for the meeting to be QUORATE: **Health / Police / CSC Is the meeting Quorate? YES** **[ ]  NO****[ ]**

|  |  |  |
| --- | --- | --- |
| **Agency / Service** | **Name (s)** | **Role(s)** |
| CSC |  |  |
| Police (SUI) |  |  |
| Health (Paediatrician) |  |  |
| Specialist Nurse Rapid Response |  |  |
| SECAMB  |  |  |
| CAMHS |  |  |
| School |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Apologies received from:

Information for the meeting sent in by:

**Record of key agency Information shared at the meeting**

|  |  |
| --- | --- |
| 1 | Circumstances leading up to the death of the child (please record feedback from each individual agency): |
| 2 | Initial PM findings: |
| 3 | Possible underlying medical conditions within the family history: |
| 4 | Any Child Protection Issues? |
| 5 | Previous unexplained or unusual child deaths in the family |
| 6 | Is there evidence of: parental substance misuse/ violence / neglect etc? If YES, please give details |

**Agreed Bereavement Care Plan**

|  |
| --- |
|  |

**Is there a need for a Serious Case Review? YES / NO**

If YES, please state why?

**Final Checks**

Coroner has been informed of death Yes [ ]  No [ ]

Joint Visit has taken place to family home Yes [ ]  No [ ]

Date of Joint Visit and who attended? (please record Name/Role/Agency)

Initial PM results are known and have been shared Yes [ ]  No [ ]

A copy of these agreed minutes have been sent to The Coroner’s Office Yes [ ]  No [ ]

A copy of these agreed minutes have been sent to the CDOP Officer Yes [ ]  No [ ]  (margaret.pugh@westsussex.gcsx.gov.uk )

Please state **date** minutes sent and **by whom**?

**Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Further Action to be taken** | **By Who** | **By When** |
| 1 |  |  |  |
| 2 |  |  |  |

**ONCE THE MEETING MINUTES HAVE BEEN COMPLETED THEY SHOULD BE:**

1. **DISTRIBUTED TO ALL MEMBERS OF THE GROUP**
2. **UPLOADED ONTO THE RELEVANT CHILD CASE FILE ON FRAMEWORKi**