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**The Health Assessment Referral System. A Guide to Best Practice. Note: The Guidance Notes and Flow Charts may be subject to change with changing requirements and demands of the service.**

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 **IN-Borough Health Assessment Referrals to Hounslow & Richmond Community Health Care NHS Trust-HRCH (LAC placed within 20 Miles).**

 1.

All physically signed forms to be scanned & emailed to MIO.

E-Signed docs to be emailed directly to MIO.

For Signatures (pls refer to notes on valid signatures\*)

Timescale for INITIAL Health Assessment: Referral to be completed by Social Worker within 7 Working days from FIRST day Child is In Care. Form Types\*\* in use: - HRCH referral, CoramBAAF, Located on LCS Templates folder.

Form Types\*\*: **All Initial Health Assessments:**  **1. IHA-**C / IHA-YP- Footnote **1** (Use: for Health Assessment; need signed Part A; Pls see box Notes on valid signatures\*\_ Form is ***essential*)**.

**2. Consent** (Use: Info share; signed\* ***essential*)**.

**3. PH** (Birth Parent Info; signed\* ***desirable*)**.

**4. Referral** (HRCH; ***essential***).

**5. B&M (**under 5 yo’s); Social Worker requests Birth Hospital; ***desirable*** at initial referral. E***ssential* at next medical & *adoption referral.***

**All REVIEW Health Assessments:**

**1. RHA-C or RHA YP - Footnote 1** (Health assessment; Part A signed\*). Under 5yo’s

renew 6 monthly, 5+ renew yearly.

**2. Referral** (HRCH form).

**3. Carer Report** (piloted).

 2.

 **3**.

MIO:

1. Sends Health Assessment (referral) forms to HRCH.
2. Awaits progress updates,

Completed Health Assess’t Report & recommendation to inform the Child’s Care Plan (previously HAP).

1. Updates LCS, uploads & informs SW of Health Assessment Report.

 Guidance

\***Notes on valid signatures**:

By Birth Parents. All forms especially S20 under 16 yo’s referrals.

By Social Worker: if LAC Legal status: PO, ICO, CO, EPO, or S20 under aged 16+ for UASC.

Over 16’s YP can sign Coram BAAF Forms-IHA, RHA, Consent at time of HRCH assessment.

Legal Guardian signs IHA, RHA, Consent Form Part D.

 Notes

Social Worker to follow up recommendations from Health Assessment Reports and feedback actions to HRCH/CCG.

4.

**OUT-Borough Health Assessment Referrals to Local Health Centres for Looked After Children (LAC) placed beyond 20 Miles radius from Heart of Hounslow Centre for Health.**

MIO:

1. sends referral to HOH,

2. awaits progress update & Reports & Recommendations to inform Child’s Care Plan.

3. uploads and updates records on to LCS .

(Out-borough Health Assessment Referrals follow the same steps as 1 & 2 above, shown in the In-borough procedures.)

MIO sends relevant Health Assessment referral forms to the child’s Registered GP Surgery & carer to book appointment, awaiting update on progress.

Social Worker & MIO follows up progress and attendance of appointment with carer.

STEP 1 STEP2 STEP 3

 (Steps 1 & 2: same as above) Step 3 changes as follows:

MIO:

1. Updates LCS.
2. Uploads & informs Social Worker of Health Assessment Report.

 6.

CCG:

1. Quality assures Health Assessment Report and effects payments.
2. Sends MIO Health Assessment Report with recommendations to inform the Child’s Care Plan (previously known as HAP).

 4.

 7.

Post-assessment, Examining GP sends out Health report to CCG, (along with Invoice for payment by CCG). Any Query is dealt by CCG.

 5.

Social Worker follows up recommendations from Health Assessment Reports and feedback actions to CCG.

Footnote 1: IHA C / YP = Initial Health Assessm’t for Child / Young Person;

 RHA C / YP = Review Health Assessm’t; Child = under 10 y.o’s YP = 10 & older. ----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Time Line for a Looked After Child (LAC) Initial Medical Referral : (*Measured in terms of Working Days*)**

Day 20

**Day 7**

Day 1

Social Worker Starts - SW completes referral by Day 6, latest. LAC Health Team:

Referral Day 1 of LAC. (MIO needs 24 hrs to process) - completes Health Assessment by work day 20

(Admission LACMICC LAC Health Team starts process of - sends out completed & signed off CoramBAAF Report,

required to send out scheduling appointment. to MIO, with recommendations to inform the child’s

Initial Notification to Care Plan.

HRCH within 2 days)

**Renewal timeframe for Statutory Medical and frequency - (DOH Guidance)**

* LAC who are aged 5 and over – renewal every 12 months.
* LAC who are aged under 5 – renewal every 6 months.

**Specific Referrals, Decliners, Adoption Referrals**

Adoption Medical Referrals – Being Piloted.

TBA

The Medical Advisor may wish to see an Out Borough LAC at HOH as an In -Borough Medical referral, eg adoption cases, or at Social Worker’s special request, or any other relevant reasons viz delay in getting appointments with local GPs (outside of 20 miles).

**Declined Medical Referrals** :

Referral to be completed as normal, with note stating LAC declines medical. Repeat Declines AFTER 2 attempts to be followed up by SW to re-arrange appointment with HOH / Out borough GPs

**Additional important notes:**

1. Relevant and complete referral forms must be sent to the MIO ONLY to process ALL LAC medical referrals (Adoption or other).
2. The secure email address for the HRCH is [lac.hounslow@nhs.net](file:///%5C%5Chounslow.local%5Cdfs%5CCentre%5CSSDShared%5CCivic_Centre%5CSSD_CC_ManagementInformation%5CMIO_Files%5CJEEWAN%202013%5CMedical%20FLOW%20CHART%5Clac.hounslow%40nhs.net).
3. CPR and B&M forms are managed and sent directly by Social Worker using Hounslow’s secure email address, to the HRCH service or to the child’s relevant out of borough GP Surgery.
4. Any other hospital based Child reports should be included with a referral, according to HOH; if not available, Social Worker to provide names of health professionals involved, for HRCH to seek out this information, prior to the medical appointment.

END Guidance Notes, 10th October 2017