**NEW PROCESS FOR GAINING CONSENT AND REQUESTING AN INITIAL HEALTH ASSESSMENT FROM 11/5/20**

There is a statutory obligation on every local authority to ensure that within 28 days of a child being made Looked After by a local authority, the child will undergo an Initial Health Assessment and a Summary Health Care Plan produced within that timescale. This is a very short timescale and key to its success is that everyone involved completes their work in a timely manner.

The Initial Health Assessment (IHA) has to be completed by a Doctor. In Swindon the Great Western Hospital is commissioned to provide clinics at The Saltway Centre and Paediatricians complete the IHAs. If the child has been placed outside of Swindon a request with all the completed paperwork will still need to be sent to the CLA Health Team who will forward it to Designated Nurse in BSW Clinical Commissioning Group who will make an individual arrangement with the health services where the child has been placed.

**No IHA will be requested without the completed consent forms (see below for details). An exemption report for IHA not within timescales is reported monthly to the QA board.**

**The CLA Health Team require 3 documents to be completed and signed by parents at the point of the child or young person entering care.**

* + **Coram BAAF Consent form**: The consent form must be completed for each child and each parent ideally needs to sign so their health information can be accessed and shared.

Part A to be completed by the Social Worker, Part B is completed by a parent and Part C needs to be completed by a young person if they have capacity to consent for themselves. Part D only needs to be completed if no parent is available to complete and sign Part B, this should be signed by a team manager. Please read guidance at the start of the consent form. Once signed save the consent form in the child’s online folder and send a copy to the CLA Health Team.

* + **Coram BAAF Form PH**: this needs to be completed by parents and is vital for us to know any parental health history that may impact the health of the child or young person entering care.

Part A to completed by the Social worker, Part B by each parent and signed by parents.

* + **Initial Health Assessment form**: Consent at the end of Part A, Page 3 needs to be completed by the parent or person with parental responsilbity .

**Please send completed forms to Tracy Ferrier at** [**TFerrier@swindon.gov.uk**](mailto:TFerrier@swindon.gov.uk) **within 5 working days of the child entering care.**

**Only when the CLA health team have received the completed Coram BAAF Consent form, PH BAAF form and IHA Health Assessment form will they be able to request an IHA from GWH.**

* The Paediatrician will expect the social worker to attend the IHA where possible
* If there are any changes in the child’s placement the Social Worker must inform the CLA Health Team immediately.
* The Paediatrician will complete the Coram BAAF IHA form and send it within 3 working days to the CLA Health Team of the date of the IHA appointment.
* The CLA Health Team will write up the summary and health care plan onto ICS within 10 working days of receiving the completed IHA form from the Paediatrician. This will be workflowed to the SW and IRO. A hard copy will be sent to the carer and the child’s GP.
* The social worker will where appropriate send a copy of the summary and health care plan to the child’s parents.

**Escalation Process**

As there is such a tight timescale in which to comply with the 28 day deadline, an escalation procedure has been developed to try to solve the problem of late delivery of paperwork to the CLA Health Team.

* The paperwork required for an IHA should be sent to the CLA team within 5 working days of the child being made Looked After.
* If paperwork is not received by the CLA Health Team **within 5 working days** of a child becoming Looked After, the request will be escalated to the Named Nurse for CLA and the Locality Team Manager
* If paperwork is not received by health **within 7 working days** of a child becoming Looked After, the request will be escalated to the Named Nurse, the Locality Team Manager and the Service Manager.
* If paperwork is not received by health **within 10 working days** of a child becoming Looked After, the request will be escalated to all of the above, and to Heads of Service.