

WHAT TO DO WITH MEDICAL FORMS IN SBPA CASES

SOCIAL WORKER - PLEASE NOTE: It is YOUR responsibility to see that ALL of these forms are filled in and signed by the relevant people AND RETURNED to the Adoption Panel Admin Officer by the submission date. If you do not provide the correct information to the medical advisor they can refuse to offer medical advice, which can delay the plans.

You should incorporate information and any recommended action from the health assessment into the Child Permanence Report, and ensure a copy of the forms is sent to the adoption team admin.

Please fill in as much of these forms as you can before sending them to medical staff eg. child/adults full details, your full contact details and details of the medical advisor being used (see next page).

Consent Form: One for each birth parent or person with parental responsibility. One copy of this should be signed by **each birth parent** (or person with PR) – *this only has to be done once*, so if it has already been done, a copy can be taken for inclusion with the Adoption Panel medical pack – A photocopy of mum's consent form must to be attached to Form M (see below) and for Form B. If mother consent is not provided form M will not be completed and a Service manager's consent will be required to complete Form B

Form PH: One form for each birth parent. To be filled in by each birth parents or by you in their presence if they have reading/writing difficulties.

Neonatal Form B & Obstetric Form M: These are now separate forms. For children born in Bradford who are being considered for adoption it has arranged with Eileen that she will fill in the obstetric report (including any social issues of note) and will pass the neonatal form to the neonatologist if there were any complications at birth. If born at Bradford Royal Infirmary send to:

Eileen McArdle-Robinson
Safeguarding Midwife
Admin Corridor – Maternity Unit
Bradford Royal Infirmary
Smith Lane
Bradford BD9 6RJ
Tel : 01274 364533

If born at Airedale Hospital send to:

Rita Horsfall, Named Midwife Safeguarding
Telephone: 01535 292178(direct) |
Mobile 07833436886
Fax: 01535 292397
for the attention of Rita Horsfall.

If born elsewhere you will need to make enquiries with the particular hospital

PLEASE NOTE – Regardless of who you send the M/B form to you **must** attach a photocopy of birth mothers Consent form – midwives/doctors/anyone will not fill in section M without mothers consent.

Form CR-C: These should be sent for completion to the child's foster carers current and previous – please make sure the carer(s) dates their report. Please take to adoption medical.

Form IHA-C or IHA-YP: This is the main report for the child. Part A needs to be completed by the social worker and e-mailed to the medical advisors nhs e-mail. Please also take a copy to the medical with you.

All the forms needed are on the K drive – click on Children's Share Area/Adoption/Guide to the new SBPA processes to access these.

To arrange medical appointments YOU SHOULD CONTACT THE SECRETARY OF THE DOCTORS DIRECTLY – SEE BELOW FOR CONTACT INFORMATION

If possible arrange an Adoption Medical rather than a LAC medical. However if a child has recently had a full LAC health assessment (needs to be within 6 months of the SBPA ratification date and preferably more recent than that) this can be used for the SBPA decision making meeting –check with Medical advisor providing the advice to the ADM meeting you are attending.

Please ensure you let the LAC health team know of the date of the Adoption medical for their records

The adoption medical itself

- E-mail and take form IHA (initial health assessment) with the first 2 pages completed with you to give to the doctor
- Also complete form PH (parental health) with the birth parents as much as possible and take that with you.
- Also take the completed neo-natal and obstetric forms, returned to you by the Safeguarding midwife.
- Ask the foster carer to complete form CRC and take this with you
- Provide the medical advisor with background information e.g. a chronology, core assessment or the CPR if this is completed
- You as social worker should attend this medical – if you absolutely cannot attend try and ensure someone who has good knowledge of the case/family attends with the foster carer.
- If possible and appropriate encourage parent to attend the medical

If the medical advisor does not get the information they need they can refuse to complete the medical and this will lead to delay re SBPA

The medical advisor will complete the IHA. The social worker should incorporate the information from the IHA in the Child Permanence Report based on a discussion during the medical. If possible ask for a copy of the handwritten medical before you leave.

The medical advisor will send a copy of the completed IHA to the adoption unit and a copy to the social worker. The social worker must save this on the child's file.

Review health medicals

Please complete Part A and e-mail to the relevant medical advisor AND take a copy with you to the medical. Please take the full set of paperwork previously obtained for the initial health assessment. Also take a copy of the SBPA minutes for the medical advisor.

Adoption Panel Medical Advisors Details

Dr Imreh

Community Paediatrics
Extension Block (Ground Floor)
St Luke's Hospital
Little Horton Lane
Bradford
BD5 0NA

PA: Zsanett Kowal
Tel: 01274 365825
Fax: 01274 365 127
Email: zsanett.kowal@bradfordhospitals.nhs.uk

Dr Kate Wildig

Extension Block (Top Floor)
St Luke's Hospital
Little Horton Lane
Bradford
BD5 0NA

PA: Alison
Tel: 01274 365 286
Fax: 01274 365 010
Email: kate.wildig@bthft.nhs.uk

Dr Kate Ward

Consultant Paediatrician
Airedale General Hospital
Skipton Road
Steeton (Nr Keighley)
BD20 6TD

PA: Hilary Seward
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