



## Joint Childrens Social Care and Bradford District Care Trust (Health) Protocol Regarding Health Assessments for Children in Care and Adoption Medicals – Who Does What

This Protocol clarifies responsibility for Health Assessments for Children in Care. It guides readers through the whole process, from the point at which a child first becomes Looked After to the completion and recording of Health Assessments. It also explains the process for children who are placed out of area.

Please note, for the purpose of this document the actions within the protocol are also applicable to children / young people who are Looked After and access short break provision i.e. those with complex health needs or disabilities.

### 1. Process for Health Assessments for children in care

- 1.1 When a child becomes 'Looked After' the Local Authority notifies the Children in Care Nurses Team once the "Become Looked After" status is recorded on LCS by the Social Worker. An alert is generated on LCS and sent to the CIC Nurses team.
- 1.2 Children in Care Initial Health Assessments should take place as soon as possible after a child comes into care but are only arranged once this **notification and the signed consent documentation** has been received by the Children in Care Nurses Team.
- 1.3 The social worker must complete the Placement Plan form on LCS as fully as possible, **which includes the health consent within the form**. The **completed medical consent section of the Placement Plan needs to be signed by the parent/ or Service Manager** (if the LA has an ICO). **It must be clear who has signed (type or write the name, who they are (parent/ Service Manager) and dated and it must be this section that is signed**. The document must then be scanned and emailed to Children in Care Nurse Team without delay. Email address [CIC@bdct.nhs.uk](mailto:CIC@bdct.nhs.uk)  
**This should be done within 3 days of the child becoming looked after.**
- 1.4 The Children in Care Nurse Team's Admin will ensure that the 'LAC' icon is added onto SystmOne within the same working day and that the child is allocated a Specialist Children in Care Nurse. As soon as they have received the correctly signed and completed Placement Plan they will book the Initial Health Assessment and ensure the social worker, carer and child are aware of this. The Initial Health Assessment is undertaken by a Doctor (Paediatrician or Specialist GP).

- 1.5 **Planning the actual appointment.** Within 20 working days of receiving a notification, the CIC Nurses Team will offer an Initial Health Assessment at one of the CIC clinics held jointly with a Paediatrician or a GP. The Children in Care Nursing Team will contact the child's Social Worker and the child's carer and invite them to attend. Where appropriate the Social Worker should invite the child's birth parent(s) to attend the Initial Health Assessment appointment. The Children in Care Nurses Team will send an appointment letter to the child's carer with the details of the appointment. For children in care and placed with parents or family members the child's social worker must ensure they are supported to attend the appointment and attend with them. For children on short breaks the child / young person's parent or respite carer should be invited to attend.
- 1.6 **Who should attend the appointment?** The child's Social Worker and Foster Carer should attend the initial Health Assessment for the child and will assist the Doctor in ensuring that the child's history / health needs are fully considered. If there are any extra requirements for the medical, for example if an interpreter is required for the child or parents attending, the social worker should notify the Children in Care Nurses Team who will arrange for an interpreter to be available (either in person or by phone).
- 1.7 Following the completion of the initial Health Assessment the Doctor takes responsibility for completing the 'Coram BAAF' paperwork and returning this paperwork to the Children in Care Nurses Team office within 5 working days of the assessment. Children in Care Nurses Team admin will ensure that their system is updated accordingly to show which assessments have been completed and which appointments did not take place and for what reason.
- 1.8 The CIC Nurses Team Admin will scan the completed initial Health assessment paperwork onto the child's record on SystemOne.
- 1.9 The CIC Nurses team email all health assessments to [HealthAssessmentsInBox@bradford.gov.uk](mailto:HealthAssessmentsInBox@bradford.gov.uk) where a member of the Business Support Team uploads the health assessment to the child's file and inform the SW and the IRO that this has been done so that they can then read the report.
- 1.10 The child's Social Worker will read the assessment and amend the care plan and initiate any actions needed arising from the health assessment.
- 1.11 The Children in Care Nurses Team's Admin will update the dates for immunisations, and health assessment on LCS. The child's social worker ensures dental appointments are recorded on the case file.
- 1.12 **Review Health Assessments** It is the Children in Care Nurse's responsibility to offer an appointment for the review health assessment. All subsequent health assessments for the child should be completed within the anniversary timescale. Prior to the review health assessment taking place, the Specialist Nurse will liaise with the Social Worker to gain an update in respect of the

current legal status of the child, any change in placement details etc. In the case of short breaks, the child's Social Worker will be contacted by the Specialist Nurse.

- 1.13 For children who are aged less than 5 years old, review health assessments are completed 6 monthly. For children who are aged over 5 years old, review health assessments are completed every 12 months. The Children in Care Specialist Nurses will arrange the necessary subsequent appointments with carers/children/young people.
- 1.14 The completed Review Health Assessment paperwork will then be emailed by Children in Care Health Admin to Business Support in the Local Authority, and this will be uploaded as for Initial Health Assessments.
- 1.15 **Strengths and Difficulties Questionnaires (SDQs)** The Children in Care Specialist Nurse will ensure that the relevant Strengths and Difficulties Questionnaire is shared and completed with the carer and the child. The completed SDQ will then be sent to Business Support in Children's Services as below.
- 1.16 The SDQ is sent out with the appointment letter for the health assessment and returned at the time of the health assessment. If the SDQ has not been completed, Nurses will help the child/young person to complete an SDQ during the appointment. SDQs are sent from the LAC health team to Children's Social Care at [SDQInbox@bradford.gov.uk](mailto:SDQInbox@bradford.gov.uk)
- 1.17 Business support in Children's Services record the SDQ results on the child's file.
- 1.18 The SW will consider the SDQ results and identify if this requires further action regarding addressing the child's emotional well-being. The result from the completed SDQ should be shared with the child's CIC Nurse by the Social Worker.

## 2. Out of Area Placements and Health Assessments

- 2.1 For Bradford Children in Care who are placed out of area, the Bradford CIC Health Team must be informed as for all children who become looked after. A full address including postcode is required.
- 2.2 When the Bradford Children in Care Health Team is aware that a Bradford child is placed out of area they will request a health assessment to be completed by a health colleague in the area where the child is living **but this cannot be done until they have received the necessary Consent documentation of a signed Placement Plan as in section 1.3 above.** This will be done following consultation with the child's social worker. The Bradford Children in Care Nurses Team Admin staff will contact the child's social worker requesting the completion and return of relevant consent paperwork to the Children in Care Nurses Team. **A health assessment will not be arranged without the return of the consent**

**paperwork.** Requests for consent from the child's social worker are recorded on SystmOne and LCS by the Bradford Children in Care Nurses Team Admin.

- 2.3 When the consent paperwork has been completed accurately and returned to the Bradford Children in Care Nurses Admin Team they will request the completion of the health assessment from the relevant Children in Care Health Team (or other health colleague) in the area in which the child is living.
- 2.4 The Bradford Children in Care Nurses Team will pursue the completion and return of the statutory health assessment paperwork and will ensure that this is quality assured when it is returned. If there is no response at the first request, then a second request will follow at 6 weeks, and the Bradford Children in Care Health team admin will document this in the Communications and Letters on SystmOne.
- 2.5 Providing the health assessment is completed appropriately then the Bradford CIC Nurses Admin Team send the completed assessment to Business Support in Childrens Social Care, where it will be uploaded to the child's file.

### **3. Adoption Medicals**

- 3.1 For every child where a plan of Adoption is being considered, an Adoption Medical is required. Adoption medicals are undertaken by different Paediatricians to those doing Health Assessments for Children in Care in Bradford.

See OAWY procedures to understand Adoption Medicals

[https://www.proceduresonline.com/oneadoption/oneadoption/g\\_adop\\_ch\\_la.html](https://www.proceduresonline.com/oneadoption/oneadoption/g_adop_ch_la.html)

- 3.2 When a child is placed in Local Authority care the priority should be to ensure the child has an Initial Health Assessment as this is a statutory requirement. While it may feel appropriate to try and have an adoption medical instead, this may cause considerable delay and a good Initial Health Assessment will inform the Adoption Medical. If an Adoption Medical is arranged before the Initial Health Assessment then this can be used for the Initial Health Assessment and the Social Worker must ensure the Children in Care Specialist Nursing Team are aware of this ([lac.yot@nhs.net](mailto:lac.yot@nhs.net))
- 3.3 When the permanence plan for the child is twin tracked, and if adoption is one of the plans, then a request for an adoption medical must be made at the latest after the 3 month Children in Care review (it is important that the social work team allow for up to 6 weeks between sending the request for the medical and the date the child is due to be considered as suitable for adoption by the Agency Decision Maker or the Adoption Panel).
- 3.4 **Arranging an adoption Medical**  
Adoption medicals are undertaken by different Paediatricians to those doing Health Assessments for Children in Care in Bradford. An adoption medical needs to include the One Adoption West Yorkshire Background Information for Medical Advisors form and the Coram BAAF Part A form which includes

Consent. This **must be signed by a parent or manager who has parental responsibility.**

To arrange an Adoption Medical please email  
[Adoption.Medicals@bradford.gov.uk](mailto:Adoption.Medicals@bradford.gov.uk).

**The lead BSO will confirm with you the paperwork needed**  
**The following documents need to be sent with your request for a medical**  
**- all of which you can find on Tri.X under Practice Guidance for Adoption:**

[SHOBPA Meeting Booking Form](#)  
[Background Information for Medical Advisors](#)  
[Coram BAAF PR Consent Form](#)

The date of the ADM is also required.

In addition prior to the medical you need to send to **the relevant safeguarding nurses** the following documents and you need to take the completed documents to the medical with you so please send these out in good time. The Safeguarding nurses are [eileen.mcardlerobinson@bthft.nhs.uk](mailto:eileen.mcardlerobinson@bthft.nhs.uk) for women whose child was born at Bradford Royal Infirmary and [susanl.brown@nhs.net](mailto:susanl.brown@nhs.net) for Children born at Airedale Hospital

[Coram BAAF Form B \(Neonatal\)](#)  
[Coram BAAF Form M \(Obstetric\)](#)  
[Coram BAAF Form PH \(Birth parent health\)](#)

- 3.5 **Attendance at the Adoption Medical** The social worker should ensure the carer and the child's parent (if appropriate) are aware of the Adoption Medical appointment and are able to attend. The child's social worker should attend the adoption medical appointment alongside the carer. Where possible parents should be invited, and supported to attend the Adoption Medical as this offers key information to the paediatrician which might otherwise be missed.
- 3.6 Once the medicals are completed they will be returned to [shobpa@oneadoptionwy.leeds.gov.uk](mailto:shobpa@oneadoptionwy.leeds.gov.uk) **The child's social worker must make sure a copy is then uploaded to the child's file and incorporated into the Child Permanence Report.**

## Glossary

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**SystemOne** is the electronic health record for each child used by the LAC Nurses and other health colleagues.

**LCS** is the Local Authority electronic record system

**Coram BAAF** is the national agency regarding Adoption and Fostering

**OAWY** is One Adoption West Yorkshire – Regional Adoption Agency

**Tri-x** – Bradford's online procedures:

<https://bradfordchildcare.proceduresonline.com/index.html#>