

Process for booking Adoption Medicals in Bradford & Airedale

All requests for initial or review adoption medicals from social workers need to be sent to the following inbox:

Adoption.Medicals@bradford.gov.uk

This inbox is monitored daily and a Business Support Officer will have oversight of all requests and book them with the paediatrician. Paperwork will be checked prior to booking an appointment in order to avoid any delays, and the Business Support Officer will also check with you the week prior to the medical to confirm the appointment is still required. **Social workers should not book appointments directly with the medical advisors or administrators.**

Adoption medical appointments are limited in number and should be booked with plenty of time before any court deadlines. It is good practice to book the appointment as soon as adoption is identified as a possible plan for the child. However, if during the course of your proceedings it becomes clear that adoption is **not** the plan for the child, please cancel the appointment to ensure this can be given to another child. You will need to have booked a SHOBPA date in order to book an adoption medical.

The following documents need to be sent with your request for a medical - these are available on Tri.X:

- [Adoption medical booking form](#)
- [Background Information for Medical Advisors](#)
- [Coram BAAF PR Consent Form](#)
- [Blood borne Viruses Consent Form \(if applicable\)](#)

In addition, prior to the medical appointment you need to send the following documents to the relevant safeguarding nurses - you need to take the completed documents to the medical with you so please send these out in good time:

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

A full list of required documents can be found at Appendix 2.

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.

Once the medicals are completed they will be returned to Adoption.Medicals@bradford.gov.uk who will ensure this is shared with the social worker and shobpa@oneadoptionwy.leeds.gov.uk. Please make sure a copy is uploaded to the child's LCS record.

Reviewing the Adoption Medical

The information on the child's medical report must be kept up to date, for example if care proceedings are delayed or there is a delay in finding an adoptive placement for the child. The medical **must be reviewed every 6 months** for a child below 5 years old, and annually for a child of 5 years or above. The Medical Adviser may, however, make specific recommendations in relation to particular children.

The adoption medical or review adoption medical should have been completed within 6 months of the SHOBPA ADM and within 6 months of the Matching Panel, although ideally within 3 months of each.

To book a Review Adoption Medical appointment, social workers should use the same Referral Form and the appointment must be booked by contacting Adoption.Medicals@bradford.gov.uk.

Carers appointments

When prospective adopters are identified for a child, they should be invited to meet with the Adoption Medical Advisor for their child before Matching Panel. This should be booked by the Family Finder directly with the administrators.

Appendix 1: Workflow

Once it has been identified a child requires an adoption medical, the social worker will need to arrange for the following health documents to be completed prior to the appointment:

1. Coraam BAAF Consent Form to be signed by birth parent
2. Signed Blood Borne Viruses Consent Form (if applicable)
3. Coram BAAF Form B (Neonatal) to be completed by safeguarding nurse (see Appendix 1)
4. Coram BAAF Form M (Obstetric) to be completed by safeguarding nurse (see Appendix 1)
5. Coram BAAF Form PH (Birth parent health) to be completed by parents with social worker support
6. Form CR-C (Carers Report) to be completed by the child's foster carer
7. Form IHA-C, part A to be completed by the social worker (this may have been completed if the child has already had an Initial CIC Health Assessment)



SW to send all adoption medical requests to Adoption.Medicals@bradford.gov.uk with the following:

1. Name and DOB of all children to be seen
2. Completed Adoption Medical Booking Form
3. Completed Background Information for Medical Advisors form
4. Signed Coram BAAF consent form
5. Signed Blood Borne Viruses Consent Form (if applicable)



All adoption medical requests will then be sent from Adoption.Medicals@bradford.gov.uk to the adoption administrators at bradfordairedale.adoption@nhs.net.

The adoption administrators will provide the next available slot in either Bradford or Airedale via the single point of access email address, and this will be sent to the social worker and team manager as a calendar invite and email.

The remaining completed health forms need to be sent to the medical advisor prior to the appointment, or at a minimum should be taken with you to the appointment.

The more information that can be provided to inform the health assessment, the more accurate and detailed this can be.



The child's SW should attend the adoption medical appointment alongside the child and their 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.



Once the medicals are completed they will be returned to the SW and shobpa@oneadoptionwy.leeds.gov.uk. Please make sure a copy is uploaded to the child's LCS record.

Appendix 2: Checklist of forms required for adoption medical

It is the social worker's responsibility to ensure that all of these forms are filled in and signed by the relevant people, and that copies are shared with the medical advisor before the medical appointment. If you do not have contact details of the allocated medical advisor, request these from Adoption.Medicals@bradford.gov.uk. If you do not provide the correct information to the medical advisor they can refuse to offer medical advice, which can delay any plans.

With all health and consent forms, remember that (if there is an Interim Care Order or Care Order in place) the Local Authority *shares* parental responsibility with the child's birth parents, and parents' consent should generally always be sought in the first instance. If the parents cannot be located or they give verbal consent but cannot sign the forms, consent should be sought from the Service Manager or somebody more senior. You will need to demonstrate to the SM what efforts have been made to gain consent from parents and this should be documented.

If parents actively refuse consent, consult your legal advisor for advice as the matter may need to return to court.

You should incorporate information and any recommended action from the health assessment into the Child Permanence Report.

Forms that must be sent with booking:

- **Adoption Medical Booking Form**
- **Background Information for Medical Advisors form**
- **Blood borne Viruses Consent Form (if applicable)**
 - For many children, it is recommended that they are tested for blood borne infections for example HIV, hepatitis B, hepatitis C and syphilis. These viruses can cause serious illness if present and left untreated. Seek advice if you are unsure whether your child requires this testing.
 - Consent should be sought initially from birth parents, and at the very least they should be consulted as the results may have **direct implications for them and their own health**.
 - If you are unable to locate parents for the form to be signed, permission should be sought from the Service Manager or somebody more senior. If parents refuse consent, consult legal.
- **Coram BAAF 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).

Forms that must be completed and sent prior to the appointment:

- **Coram BAAF Form B (Neonatal) and Coram BAAF Form M (Obstetric)**
 - Once it has been identified that an adoption medical is required, these forms should be sent as soon as possible to the relevant safeguarding midwife (as set out below).
 - A photocopy of mum's consent form must to be attached to Form M and for Form B. If mother's consent is not provided, a Service Manager's consent will be required to complete Form B. Form M will not be completed without mother's consent.
- **Coram BAAF Form PH (Birth parent health)**
 - One form for each birth parent. To be filled in by each birth parent, or with social worker support if they have reading and writing difficulties.
- **Form IHA-C or IHA-YP:**
 - Part A needs to be completed by the social worker and e-mailed to the medical advisor prior to the appointment. If the child has had a separate Initial Health

Assessment this form will have been completed as part of this, a copy should be provided to the medical advisor to inform the adoption medical.

- **Form CR-C (Carers Report)**
 - These should be sent by the social worker for completion to the child's current and previous foster carers– please make sure the carer(s) dates their report.

Details of safeguarding nurses to complete the Neonatal Form B and Obstetric Form M

For children *born in Bradford* who are being considered for adoption it has been 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

Tel: 01274 364533

Email: bthft.maternity@nhs.net for the attention of Safeguarding Midwife

If born at Airedale Hospital send to:

Susan Brown

Named Midwife Safeguarding

Telephone: 01535 292178 | Mobile 07833436886

Email: airedalesafeguarding.children@nhs.net for the attention of Safeguarding Midwife

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 copy of birth mother's Consent form – midwives/doctors/anyone will not fill in section M without mother's consent.

Appendix 3: Details of Medical Advisors

Social workers should **not** book directly with the secretaries or medical advisors, and generally all communication will go via Adoption.Medicals@bradford.gov.uk.

For information, the current Medical Advisors for Bradford district are:

- Dr Kate Wildig 01274 365286 Kate.wildig@nhs.net
- Dr Judit Imreh 01274 365825 J.Imreh@nhs.net
- Dr Vidya Krishnan (PA Julie Archer) 01535 292422 vidyakraishnan@nhs.net