

## LAC HEALTH PROCEDURES

### PROCEDURE TO FOLLOW TO REQUEST A REVIEW HEALTH ASSESSMENT

Every Looked After Child should have a Review Health Assessment (RHA) carried out every 6 months if aged under 5, or once a year if aged 5 – 18. RHAs are carried out by the following people:

- From birth to age 5 by a Health Visitor
- From 5 to 18 years by a School Nurse
- If placed out of county, it will be carried out by the LAC nurse in the corresponding area, or by the child's GP

The procedure to follow to request an RHA is as follows:

- 1 Once a week the locality teams print off the **LAC Medicals due within 12 weeks** (of today's date) spreadsheet from Raise. Keep a watch for any of your allocated cases and when they **first** appear on the list, complete the appropriate RHA form and e-mail it to the LAC nurse team to request an RHA.
- 2 The RHA forms are Raise documents, the RHA-C for children from birth to 10 and RHA-YP for children aged 11 – 18, (go to Documents tab, choose Looked After Children, and in the right hand drop down box, choose the correct form and open it) - the form will auto-populate if the information is on the child's Raise record. The form is only 2 pages but it is critical that **all** information is completed on this form.
- 3 The LAC nurse team sends the RHA form to the appropriate health professional (above) to carry out the medical.
- 4 The health professional returns the completed form to the LAC nurse.
- 5 The LAC nurse team notify West Berkshire Data Management Team weekly of any completed RHA and the date is input to the child's Raise record
- 6 The LAC nurse writes a Summary Health Care Plan and sends it to the designated locality team admin via GCSX account, together with a list of immunisations for the child. (Copies are also sent to the carer, the young person, if age appropriate, and the child's GP)
- 7 The locality team admin attaches the Summary Health Care Plan and Immunisations record to the child's Raise record, under the Health heading and creates a case note to say that the Health Care Plan has been attached (this enables West Berks to monitor when or if a Care Plan is received, for LAC Review purposes)

**All the above should be completed within the 12 week timescale.**

The LAC nurses are also sent a weekly copy of the **LAC Medicals due within 12 weeks** (of today's date) and will compare this list to the forms they have received, so may need to remind social workers if an RHA form has not been received.

Twelve weeks may seem like a long time, but school nurses, health visitors and other health professionals need time to plan their appointments.

In the case of an Unaccompanied Asylum Seeking child, or parents whose first language may not be English, the allocated social worker will be responsible for arranging an interpreter for the assessment.

Once the LAC nurse team has sent the RHA form to a health professional, it is their responsibility to ensure that the assessment is completed in a timely manner and they will chase any form that is not returned to them in an appropriate timescale.

If a Looked After Child has seen the paediatrician for a Pre-Adoption Medical and their next RHA is due within 3 months, the Pre-Adoption Medical report should be e-mailed to the LAC nurse team, and will usually be sufficient for the Designated Nurse for Looked After Children to compile the Health Care Plan, thereby obviating the need for another medical examination.