**IHA/RHA/ Care Leaver Summary**

Newly Accommodated Children or Young People must have an Initial Health Assessment (IHA) within 20 Working Days.

If A child is below the age of 5 years, following their IHA, they should have a Review Health Assessment (RHA) every six months.

Children and Young People over the age of 5 should have an annual (yearly) RHA following their IHA.

Young People Leaving Care should have their Care Leaver Health Summary prepared for their last Annual Review.

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| 1 | Once a Child or Young Person becoming accommodated the BSO must send St Georges a letter of Notification within **2 working days.** It should be sent by secure email **to:** LACCoordinatorTeam@stgeorges.nhs.uk. The Letter of Notification must contain the appropriate contact details of the Child or Young Person or their Carer to enable St Georges to make direct contact to book an appointment. |
| 2 | On receipt the Notification of Accommodation St Georges will book an appointment for the Child or Young Person. And notify the service of the date of the appointment. |
| 3 | Within **15 working days** the completed BAAF IHA and BAAF Consent form and any other Relevant Health forms should be sent by the BSO to St Georges and the Health Assessment episode needs to be updated. Both the IHA and BAAF Consent forms need to be signed. The service should aim to send the completed forms to St Georges by the **10th Working Day** or before the appointment date if this is sooner. |
| 4 | If the BAAF IHA and BAAF Consent forms are not sent to St. Georges within 10 days, this will be escalated to the Deputy Director and Head of Service. The BSO needs to record if parents are refusing to sign for consent on the **Health Assessment Episode** on **Mosaic**. |
| 5 | If the Young Person is over the age of 13 a **Risk Assessment** must be created on Mosaic by the Social Worker and then this needs to be sent to St Georges by the SW/BSO |
| 6 | **A Chronology** will need to also be supplied or an EBIF when a child is newly accommodated. If it is for an RHA a snapshot of the chronology from the last medical till current needs to be supplied to St Georges by the BSO/SW |
| 7 | If a Child or Young Person is an **Unaccompanied Asylum Seeker (UASC)** they can sign the IHA and Consent Form if over the age of 16 to be counter signed by Assistant Director, Head of Service or Service Manager. If under the age of 16 the forms can be signed by Assistant Director, Head of Service or Service Manager. |
| 8 | If the Service has an **interim Care Order (ICO),** **Full Care Order (FCO)** or similar Court Order the CLA Head of Service or CLA Service Manager can counter sign the BAAF IHA and BAAF Consent form. |
| 9 | For all Children or Young People accommodated under Section 20, unless they are an UASC, or over the ages of 16, their BAAF IHA and BAAF Consent forms need to be signed by a parent or designated person with Parental Responsibility (PR). |
| 10 | If the Young Person is over the age of 16 they can sign both the BAAF IHA and BAAF Consent Form, to be witnessed and signed by the Social Worker. |
| 11 | Following the IHA Appointment and completion of the **Part C** of the IHA form St Georges will upload or email the relevant SW/BSO to upload **Part C** to the Child/ Young Person’s record on Mosaic. Within 20 working days of the Child or Young Person being accommodated The BSO will check to see if **Part C** has been uploaded and alert the Social Worker for them to read. |
| 12 | **Recording and Closing IHA/RHA** the BSO will record the completion dates of the IHA/RHA on the CLA Health Assessment Episode (HAE) on Mosaic and close the HAE. |
| 12a | **The Social Work** must read thereturned **IHA/RHA** **Part-C** using the information to complete the Personal Health Plan (PHP) and notify the Carers and Child/Young Person of the content. |
| 13 | On closing the IHA/RHA-HAE the BSO should open a new HAE and carry over the information from the previous episode and record the projected date for the **Review Health Assessment (RHA**). Bearing in mind that if the child is under 5 years old this will be every 6 months and annually for Children and Young People over the age of 5. |
| 14 | RHA paper work should be sent four months prior to the projected RHA appointment coordinated by the BSO. |
| 15 | A **Strengths and Difficulties Questionnaire** (**SDQ)** should form part of the paperwork being sent as part of the RHA. The BSO can pull of the most recent SDQ from the system and pass on to St Georges. |
| 16 | All Care Leaver at the age of 16 should be given a **Care Leavers Health Summary**. This needs to be prepared for the Young Person’s Last Annual Review. The BSO and Social worker need to liaise with the CLA Nurse on this. |
| 17 | Whilst a Child or Young Person is in Care and a **Change of Accommodation occurs and change of placement Notification and updated IHA or RHA if appointment is due** needs to be sent to St Georges within 2 days and to include full contact details of the carers. |
| 18 | When and if a Child/YP is discharged from Care/Adopted or SGO Granted a **Discharge of Notification** needs to be sent to St Georges within 2 days so they know the Child/YP will be no longer be eligible for a LAC Medical. |

Last Updated by Nita Lall on 16/08/2022