Adoption Process

Local Authorities to send notifications to the Children in Care Adoption team at [sirona.adoptionbnssg@nhs.net](mailto:sirona.adoptionbnssg@nhs.net) for an Initial Adoption medical at *least* 3 months before the ADM date.

When sending through the notification the following documentation to be emailed.

* Fully completed Coram BAAF Part A
* Consent for medical examination of the child
* Chronology from social care
* M form (obstetric report on mother) and B form (neonatal report on child) completed
* PH form (health of the birth parent) – completed for each parent
* Coram BAAF Consent form for adoption team to obtain parental health information from their GP (the name of the current GP practice for each parent should be stated on the form)
* Date of proposed ADM meeting

Children in Care adoption Admin will arrange appointment with the carers within 6 weeks of being notified an adoption medical is required once all documentation has been received.

Children in Care adoption Admin will send through the M & B forms to the maternity department where the child was born along with the date of the medical appointment.

* St Michael’s – [maternity.safeguarding@uhbw.nhs.uk](mailto:maternity.safeguarding@uhbw.nhs.uk)
* Southmead - [nbn-tr.SpecialistMidwives@nhs.net](mailto:nbn-tr.SpecialistMidwives@nhs.net)

Agency Medical Advisors will complete an Adoption Medical report, which will include the health summary to be inserted into the CPR .

Children in Care adoption Admin will send the adoption medical report to the Local Authority within 2 weeks of the ADM meeting.

Please note:

Sirona will be booking all looked after children for an Initial Health Assessment as soon as the team has been notified and all documentation received within the requisite 20 working days (national standard).

Adoption medicals will only be carried out when there is a planned ADM meeting and will be carried out within 6 weeks of the adoption service being notified of this. Without the supporting documentation, our Agency Medical Advisors will be unable to provide a compliant adoption medical and appointments will not be able to take place.

Time frame for requesting Adoption Medical.

Social worker to notify and email all relevant information to Sirona 12 weeks before ADM meeting

Medical report to be dictated and typed within 2 weeks of appointment taking place

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| 3 months before meeting with ADM | Appointment to be arranged within 6 weeks of being notified and receiving all relevant information | Report to be dictated and typed within 2 weeks of appointment | Report returned to Social Worker 2 weeks before ADM date |

CIC admin to arrange appointment with Medical Advisor within 6 weeks of being notified and all information being received

CIC admin to return completed Medical Report to Social worker no later than 2 weeks prior to ADM meeting

Children in care and Adoption admin team

Notification and all documentation is received via admin mail box

Admin to update EMIS with the following:

* Childs / Young Person address checked on EMIS and updated if required