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**HEALTH FORMS AND TIMESCALES: INITIAL HEALTH ASSESSMENTS**

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| **FORM** | **TIMESCALE** | **NOTES** |
| **Health Form Checklist** | To be completed alongside IHA paperwork within 2 days of child becoming Looked After | Checklist is a supporting tool to ensure practitioners complete all paperwork for the IHA process  [Health Forms Checklist](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6) |
| **Rolling Consent Form**  S20: Signed by Parents (witnessed by social worker)  ICO: Can be signed by social worker  Social worker sends completed form to LAC Health Duty box for Admin from the relevant area to pick up | Completion as soon as the child becomes looked after, must be completed within two days to accompany the IHA  Can be completed in advance if the placement is planned | Section 20 and Rolling Consent is now one combined form.  Young people can self-consent, either by signing the S20/Rolling Consent or at the appointment if necessary.  If child is subject to a care order, then Social Worker or Team Manager can sign consent.  Link - [Health Consents S20 Form](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6) |
| **IHA-C (Children 0 – 9)**  **IHA-YP (Young People 10 – 18)**  Typed by Admin (from what information is available on ICS) and sent to the social worker for checking and to have specific information added (reason for becoming looked after/ red book, plus school/GP if not found on LCS or Wisdom) | Must be with Health within two days of the child becoming looked after | Health will not accept an IHA without a S20/Rolling Consent form.  Sometimes PH Forms are completed at this stage and accompany the IHA  [IHA-C Part A Form](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6)  [IHA-YP Part A Form](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6) |
| LAC Health send approved IHA and Rolling Consent sent from LAC Health Duty box to IHA Referral (who check forms and forward them to the Paediatric Medical Secretaries to book the appointment) | Must be sent to health within two days of the child becoming looked after. |  |
| **EHCP**  Admin alert relevant SEND Team to child becoming looked after, check on LCS and EYEs for EHCP and send with IHA if found  **Sent by Admin from LAC Health Duty box to IHA Referral** | EHCP should accompany the IHA, therefore needs to be sent within two days | Checks can also be completed on “EYES”  [Communication Pathway 1 – Existing EHCP Child New in Care](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6) |
| **PH (Parental Health) Form**  Front page completed by social worker, health information completed by parent (separate form for mother and father), witnessed by social worker  **Sent by Admin from LAC Health Duty box to IHA Referral** | Needs to be with Health before the date of the IHA appointment (by day 8) | Separate front page and header needed for each child in a sibling group  [PH Form](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6) |
| **Form M (Mother)**  Requested from birth hospital – Mother’s Rolling Consent form needed  Requested by social worker, Admin or Family Support Worker depending on area  **Completed form sent by Admin from LAC Health Duty box to IHA Referral** | Needs to be with Health before the date of the IHA appointment (by day 8) | Now required for all children under 7, not just under 5’s.  This will be delayed if there is no Rolling Consent from mother  [CoramBAAF Form M](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6) |
| **Form B (Baby)**  Requested from birth hospital – Rolling Consent form needed  Requested by social worker, Admin or Family Support Worker depending on area  **Completed form sent by Admin from LAC Health Duty box to IHA Referral** | Needs to be with Health before the date of the IHA appointment (by day 8) | Now required for all children under 7, not just under 5’s.  Delayed if there is no Rolling Consent  [CoramBAAF Form B](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6) |

**Escalation Process for IHA**

When a child becomes looked after LAC Health will notify the social worker and team manager

On day 2 - If the paperwork is not received within 2 working days of the child becoming looked after, a further request is made to the social worker and team manager alongside the Service Manager with a additional request to explain the delay of the paperwork and timescales for completion to be agreed.

On day 5 - If the paperwork is not received within 5 working days of the child becoming looked after, a further request is made to the Service Manager to escalate delay to the Service Lead Assistant Director.

**HEALTH FORMS AND TIMESCALES: REVIEW HEALTH ASSESSMENTS**

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| **FORM** | **TIMESCALE** | **NOTES** |
| **RHA-C (Children Under 5)**  Completed by Admin, sent to social worker for checking and to have social worker updates and risk assessment added.  **Approved form and existing Rolling Consent form sent by Admin from LAC Health Duty box to In County or Out of County LAC Health team, depending on placement** | Due six months on from date of previous assessment  Sent to Health three months before due date | S20/Rolling Consent form signed at the IHA remains valid for the entire period of care  When a child becomes subject to a Care Order, the S20/Rolling Consent should be signed by the Service Manager if the existing consent is signed by the parents and if Health request this.  [RHA-C Part A Form](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6) |
| **RHA-C (Children 5 – 9)**  **RHA-YP (Young People 10 – 18)**  Completed by Admin, sent to social worker for checking and to have social worker updates and risk assessment added.  **Approved form and existing Rolling Consent form sent by Admin from LAC Health Duty box to In County or Out of County LAC Health team, depending on placement** | Due twelve months on from date of previous assessment  Sent to Health three months before due date | Rolling Consent as above  [RHA-YP Part A Form](https://proceduresonline.com/trixcms2/surreycs/doc-library/" \l "collapse4_6) |
| **EHCP**  Check on LCS and EYE’s for EHCP and send with RHA (as above) if found |  | Checks can also be completed on “EYES”  [Communication Pathway 2 – Child in Care Requiring an EHCP](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse4_6) |

**Escalation Process for RHA**

Review Health Assessment forms must be completed 3 months prior to the next due date. LAC health will send the RHA information to the social worker and their team manager in the first week of the month of those children requiring a RHA in 3 months time

If the paperwork is not received by the end of second week of the month, a further request is made to the social worker and team manager alongside the Service Manager with an additional request to explain the delay of the paperwork and timescales for completion to be agreed.

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Reviewed by: Elaine Andrews

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