**Initial Health Assessment Booking Protocol**

This protocol details the process for booking Initial Health Assessments between Birmingham Children’s Trust - Business Support Teams (BCT BSS) and Birmingham Community Healthcare NHS Foundation Trust (BCHC).

1. BCT Social Worker completes Child Admitted to Care in Eclipse.
2. BCT Social Worker takes out Consent Form and obtains signature.



1. BCT Placements Team assign placements (timescales vary) and Eclipse is updated when the placement is found.
2. BCT BSS check their Worklists in Eclipse daily.
3. BCT BSS complete BAAF Form as a MS Word Document and ensure following information included:

* Date Child came into care.
* Valid Consent (Signature can be sent as PDF).
* Child’s Name, D.O.B, NHS Number.
* If interpreter is required and the language.
* Carer’s Name and Contact Information.
* Social Workers Name and Contact Information (SW that will be attending the appointment).
* Team Managers Name and Contact Information (for SW above).
* GP Name and Contact Information.

1. BCT BSS send BAAF form from mailbox to Central Booking Service (CBS) at [centralbookinglac@nhs.net](mailto:centralbookinglac@nhs.net) within 2 working days of the child coming into care.
2. BCHC will immediately book the next available Medical Assessment appointment for the child.
3. BCHC will send the appointment details in an email to the BCT BSS Mailbox and copy in the Social Worker and Team Manager. BCHC will also send a calendar invite to the BCT Social Worker.
4. BCHC will book an Interpreter if it has been identified on the BAAF form one is required.
5. BCHC send letter of appointment to Carer.
6. BCT Social Workers to immediately notify Carers of the appointment.
7. BCT Social Worker to notify Birth Parents / Carers of appointment (SW to assess and manage any risks).
8. BCT Social Worker to try and obtain as much of the information included in the following form in preparation for the appointment:



1. If Change in Social Worker after the appointment has been booked – Social Worker will forward the calendar invite to the new Social Worker and notify BCT BSS. BCT BSS will inform BCHC also.
2. If Social Worker is Unavailable:

* BCT Team Manager to decide if the appointment can be assigned to a Duty Social Worker. Social Worker and Duty Social Worker to complete a handover to ensure they have familiarised themselves with the information included in the form in **step 13**.
* If the Appointment needs to be Re-arranged (agreed by Team Manager) BCT Social Workers to notify BCT BSS and BCHC within 24 hours.

Circumstances in which appointments can be re-arranged are:

* Carer is on holiday or has an emergency appointment.
* Social Worker on annual leave, fostering/adoption panel, child protection conference or court.

In this instance the second appointment that is offered must be attended by a duty social worker if the allocated social worker isn’t available (handover required as per above).

1. BCHC will provide next available Medical Assessment appointment for the child (continue from step 8 above).
2. BCT to follow relevant steps above for re-arranged appointment.

**Following Completion of the Appointment:**

1. BCHC to type up the report and send to BCT Business Support at [HealthAssessmentReports@birminghamchildrenstrust.co.uk](mailto:HealthAssessmentReports@birminghamchildrenstrust.co.uk) within 20 working days of referral (BCHC will aim to process the report quicker if possible).
2. BCT BSS to upload completed report into Eclipse and update the child’s record within 3 working days.

**Note:** Refer to alternative processes that branch out for the following circumstances - Permanency Medicals, Children in Custody, Children in Hospital, Children living 30 miles outside Birmingham, Unaccompanied Asylum Seeker Children and Review Health Assessments.