



Hull University
Teaching Hospitals
NHS Trust

LOOKED AFTER CHILDREN'S HEALTH ASSESSMENTS

Information Pack

May 2022

Information Pack

CONTENTS

1. Meet the team
2. Letter to Parents/ Guardians
3. Information leaflet for Parents/ Guardians
4. Referral flow Chart
5. Guidance for completing forms
6. What happens next?

Annex A – CoramBAAF Consent form

Annex B – IHA – C Part A (children aged 0-9)

Annex C – IHA – YP Part A (young people aged 10 and above)

Annex D – PH form

Meet the Team

Administrative Team

HUTHLAC-REFERRALS hyp-tr.huthlac-referrals@nhs.net

HUTHLAC-SUPPORT hyp-tr.huthlac-support@nhs.net

Gemma Evans – Senior Administrator gemma.evans32@nhs.net 01482 469039

Jess Jackman – Senior Administrator jess.jackman@nhs.net 01482 315583

Charlotte Pickering – Senior Administrator charlotte.pickering2@nhs.net 01482 468034

Debbie Woomble – Senior Administrator debra.woomble@nhs.net 01482 311362

Medical Team

Dr Elizabeth Birley - Specialty Doctor Community Paediatrics, Named Doctor for CLA,
Medical Advisor Hull Adoption panel

Dr Mataz Abedghane – Locum Consultant Paediatrician, Medical Advisor for Hull Adoption
panel

Dr Vijay Samuel – Locum Consultant Paediatrician, Medical Advisor for ER Adoption panel

Dr Tushar Jain – Locum Consultant Paediatrician

Paediatric Trainees on rotation

Nursing Team

The CLA nursing team is run by City Health Care Partnership (CHCP). They undertake regular reviews of a looked after child's health needs.

They can be reached at: CHCP.lookedafterchildren@nhs.net

Further information can be found at: <https://www.chcpcic.org.uk/chcp-services/looked-after-children-s-health-team>

Dear Parents and Guardians,

As part of the process of your child becoming looked after by the Local Authority, they are legally required to have a health assessment.

The health assessment will enable any health issues to be identified through discussion with you and your child, their social worker and their carer. Any concerns are prioritised and healthy lifestyle choices are discussed and promoted.

The health assessment aims to:

- Identify gaps in routine health care
- Assess physical health needs
- Assess emotional health needs

Once the information has been gathered it enables the health professional to develop a health plan for your child.

The Initial Health Assessment should take place within 20 working days.

Before your child's health assessment takes place, your child's social worker will help you complete the following forms:

- **CoramBAAF consent.** This form allows your child's health care team to access your child's health records, and to share the report generated from your child's health assessment with the relevant health professionals and health care teams. Signing part B1 of this form also allows the health care team to access your own health records. This is important as, if signed by the mother, it allows the team to access records which contain valuable information regarding the pregnancy and the birth of your child.
- **IHA part A.** This form is completed by social care and includes the agencies details and information about why your child is becoming looked after. Your child's social worker will ask you to sign the bottom of this form to give your consent for your child to have a health assessment. This includes attendance for an appointment, which you will usually be invited to, and a physical examination of your child, including checking their height and weight.

If you do not wish to sign these forms and provide consent for your child to have a health assessment, the Local Authority may sign on your behalf to ensure your child receives this valuable assessment.

- **PH forms** (Parental Health forms). There are usually 2 parental health forms, one for Mum and one for Dad. These forms provide valuable information about your health and your extended families health. Some conditions can run in families and finding out about these conditions is very helpful for the health professional assessing your child.

An information leaflet is included with this letter, which has more information about what to expect from health assessments for children looked after by the local authority. If you have any questions regarding your child's health assessment, your social worker will be able to answer these, or you can contact a member of the Looked After Children's Health Team.

Yours Sincerely,



Dr Elizabeth Birley
Named Doctor for Children Looked After
Hull University Teaching Hospitals

Community Paediatrics

Health Assessments for Looked After Children

Information for Parents and Carers

August 2020

Great Staff – Great Care – Great Future

INTRODUCTION

This leaflet has been produced to give you general information about your child or young person's Looked After health assessment. Most of your questions should be answered by this leaflet. It is not intended to replace the discussion between you and your health professional, but may act as a starting point for discussion. If after reading it you have any concerns or require further explanation, please discuss this with a member of the healthcare team who has been caring for you.

WHAT IS A HEALTH ASSESSMENT?

A health assessment is a legal requirement when a child or young person becomes Looked After.

The initial health assessment should be undertaken within 20 working days of the child or young person being referred to the Looked After Team.

A review health assessment is required every 6 months for a child under 5 years of age, and every 12 months for a child over the age of 5 years.

The health assessment enables health issues to be identified through discussion with the child, young person and their carer. Any concerns are prioritised and healthy lifestyle choices are discussed and promoted.

The health assessment aims to identify:

- gaps in routine health care
- assess physical health needs
- assess emotional health needs

Once the information has been gathered it enables the health professional to develop a health plan for the child or young person.

HOW DO I PREPARE FOR THE ASSESSMENT?

It is important that the person attending the appointment with the child or young person has read the information within this leaflet. They will also need to provide background information, about the child or young person, to the health professional undertaking the assessment. Please bring the child's red book to the assessment if they have one.

Where possible a parent or person with parental responsibility should attend the appointment. This will help with obtaining consent for any further investigations if they are required.

It is important to let the health care team know if you are unable to attend the appointment offered so that an alternative appointment can be made. The Health Assessment is a statutory requirement and an important part of ensuring the health needs of looked after children and young people are being met.

WHAT WILL HAPPEN?

The Initial Health Assessment – You will be sent an appointment to attend a specialist clinic. The first assessment will be completed by a paediatrician (a doctor who specialises in the care of children and young people) or a paediatric nurse practitioner.

They will ask a range of questions regarding:

- how the child is feeling
- any health issues that may be concerning them
- activities in school and outside of school
- lifestyle activities with friends or people who are caring for them

Information from hospital and community health records will be reviewed.

A Review Health Assessment - The review health assessments are undertaken by the looked after children's nursing team within Hull, East Riding of Yorkshire or the child's LEA.

A nurse will make contact with you and arrange to visit at a convenient time to the child or young person with their carer present. Once again a range of questions will be asked regarding the child or young person's health. The child or young person will be weighed and measured during this appointment.

WHAT HAPPENS AFTERWARDS?

The information gathered during the assessment is reviewed and a plan to meet any health needs is identified and developed. A copy of this plan is sent to the following people:

- person whom the child or young person lives with
- their social worker
- their health visitor/school nurse
- the independent reviewing officer
- their GP

The health plan will be discussed at the child or young person's review meeting held at regular intervals by the local authority.

Most of your questions should have been answered by this leaflet, but remember that this is only a starting point for discussion with the healthcare team.

Should you require further advice on the issues contained in this leaflet, please do not hesitate to contact the Looked After Children Team
Telephone: (01482) 315583

INFORMATION ABOUT YOU

We collect and use your information to provide you with care and treatment. As part of your care, your information will be shared between members of the healthcare team, some of whom you may not meet. Your information may also be used to help train staff, to check the quality of our care, to manage and plan the health service and to help with research. Wherever possible we use anonymous data.

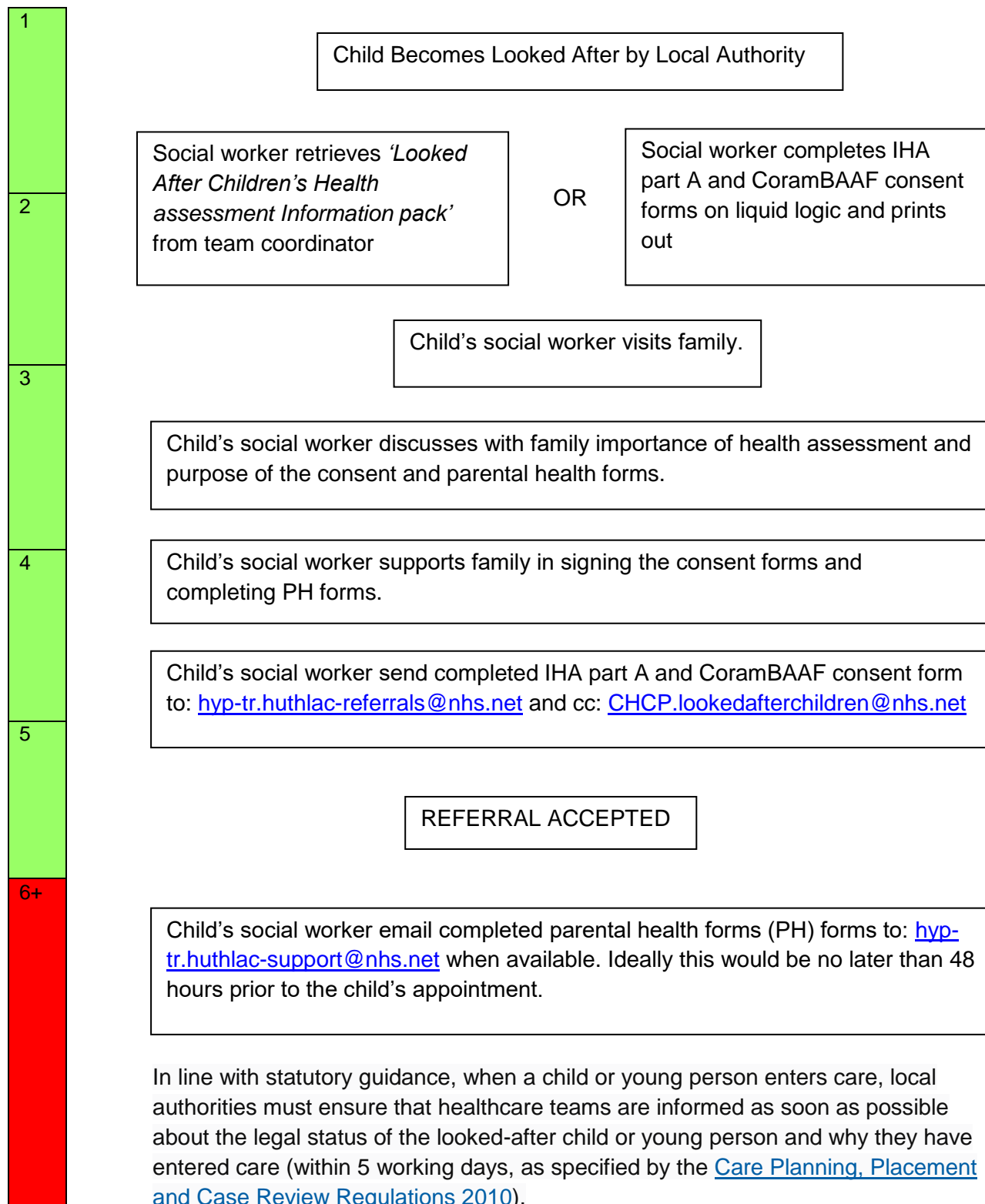
We may pass on relevant information to other health or social organisations that provide you with care. All information is treated as strictly confidential and is not given to anyone who does not need it. If you have any concerns please ask your doctor, or the person caring for you.

Under the General Data Protection Regulation and the Data Protection Act 2018 we are responsible for maintaining the confidentiality of any information we hold about you. For further information visit the following page: [Confidential Information about You. www.hey.nhs.uk/privacy/data-protection](http://www.hey.nhs.uk/privacy/data-protection)

If you or your carer needs information about your health and wellbeing and about your care and treatment in a different format, such as large print, braille or audio, due to disability, impairment or sensory loss, please advise a member of staff and this can be arranged.

This leaflet was produced by the Community Paediatric Department, Hull University Teaching Hospitals NHS Trust and will be reviewed in **(August 2023)**

IHA Referral Process



Guidance for Completing Forms

CoramBAAF Consent Form

1, In order for the referral to be accepted the child/ young person's name, date of birth and NHS number must be completed at the top of EACH PAGE.

2, Please complete Part A in full. The legal status of the child and the name of the hospital where the child was born are particularly important.

3, Completion of Part B1 is required in order for us to access the parental health records. It is important for the child's mother to sign this section, where possible, as it allows us access to review her antenatal records from the time she was pregnant with the child.

4, In order for the referral to be accepted ONE of either Part B2, Part C or Part D must be completed:

Part B2 - This is required in order for us to access the child's health records and complete the report. If a parent is not willing to sign this section then consent to access the child's health records can be provided by the young person in part C (if appropriate) or the agency in part D.

Part C – To be completed by young person with capacity to consent.

Part D – To be completed by the agency or other person with parental responsibility where consent is not provided in part B or C..

IHA Part A

1, In order for the referral to be accepted the child/ young person's name, date of birth and NHS number must be completed at the top of EACH PAGE.

2. Please complete the form in full.

3. The consent section must be completed in order for the referral to be accepted. This provides us with consent to examine the child and undertake the assessment. The "Consent already give in looked after documents" should say NO. The Child's name must be clearly stated as should the date, name, signature and relationship to child.

What Happens Next?

- When the referral has been received and accepted the Hull University Teaching Hospitals CLA admin team will create a referral on HUTH system within 24 working hours.
- HUTH CLA admin team will then contact the foster carer and social worker (details taken from completed part A IHA) to agree a face to face appointment as soon as possible.
- Once appointments are confirmed over the telephone letters a letter will be sent to the foster carer and an email to the social worker (sometimes including the team coordinator if this information has been provided).
- The social workers can then inform the child's family if they wish to attend, where appropriate.
- The child or young person will attend for the appointment with their foster carer, social worker and parents (if appropriate).
- Once the child has been seen by the doctor a report will be generated.
- This report will then be circulated to the child's social worker, foster carer, Child Looked After Nursing Team and the child's GP.
- We aim to return completed reports within 20 working days of the child becoming looked after, in line with statutory guidance.
- If the child remains looked after their review health assessments will be arranged by the CLA nursing team at the appropriate time.

Note:

Due to licensing restrictions, Hull City Council cannot publish BAAF form templates online.

Annexes A-D have been removed from this version of the document.