#### LAC Flowchart Initial Health Assessments (IHAs)

## Key Principle:

#### All looked after children to have their initial assessments within 28 calendar days (20 working days) of entering care (as per statutory guidance)

# 1. DAY 1

- Child / Young Person enters care
- Information entered by social care admin within 24 hours of the child being placed in care
- "Trigger" e-mail to be sent to, LAC Nurse email box Looked.AfterChildren@merton.gov.uk
  - Social Worker should provide LAC Nurse/Admin with:

 Name, DOB, Gender, Next of Kin names and addresses, in or out of borough, GP (if known), Name and Address of Foster Carer and Contact numbers, What order the child is
 on, If an interpreter is required and the reason why child has come into care (in detail for paediatrics to be able to fully assess child).

# 2. DAY 1

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LAC Nurse Team to send by secure email, trigger, Carer information along with information of the reason why child has become LAC to Community Paeds Admin for appointment to be booked (Also send other paperwork if ready – see step 4).

#### 3. Within 48 hours

Within 48 hours of child entering care, Social Care Team Admin give paperwork for IHA to Social Worker to complete and get signed (See point 4)

### 4. DAY 5:

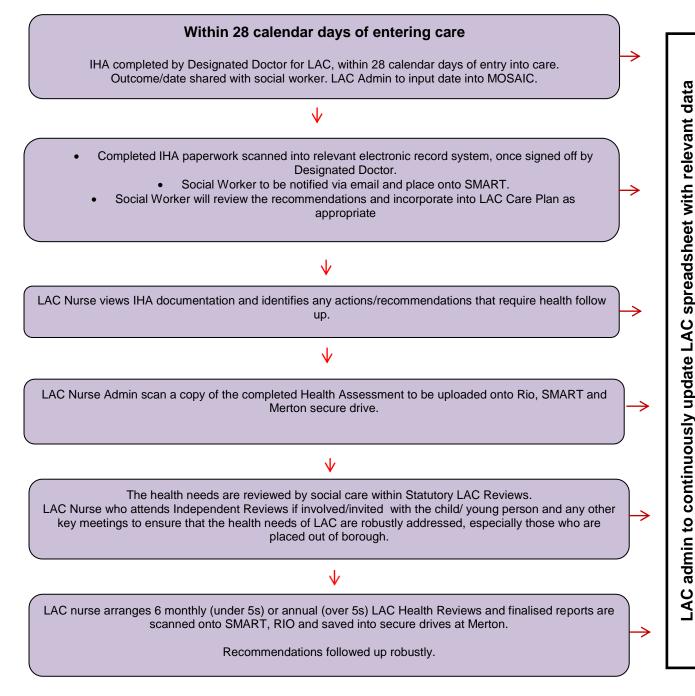
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If paperwork is not received by LAC nurse/admin by day 5 (of entering care) then a reminder will be sent by LAC Admin and a further 2 working days given; email will be copied to relevant Senior Manager. At day 7, if the paperwork is still outstanding the issue will be escalated to the Head of Service.

Once all forms below are completed to be scanned onto SMART by the Social Care Teams administrator and emailed to Looked.AfterChildren@merton.gov.uk

- **BAAF Consent Form to share information-** Signatures required by person with parental responsibility. To sign consent to share own and child's health information.
- BAAF IHA Paperwork- Part A to be fully completed and Signatures required by person with
  Parental Responsibility (this should be sent in Word format).
- Placement Agreement Health Consent (section 7) to be signed and form to be completed.
  PH Forms (parental health) For completion by birth or adoptive parents.
- **M &B Forms (Maternity & Baby)** -. To be sent to Hospital where child was born along with a signed copy of the Consent to share information for completion by safeguarding midwife.
  - Community Paeds admin Confirm appointment time with foster carer and inform LAC admin and social worker of date. Social Worker to invite parents if appropriate.

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Paeds Admin -Updated September 2017 Lisa Freeman and Debbie Waters est-tr.childsafeguardingQMHC@nhs.net.cjsm.net 020 8296 4854

# Key

LAC – Looked After Child IHA – Initial Health Assessment BAAF- British Association for Adoption and Fostering