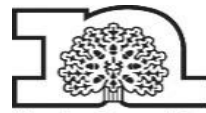




Nottingham and Nottinghamshire
Clinical Commissioning Group



Nottingham
City Council



Nottinghamshire
County Council



Bassetlaw
Clinical Commissioning Group

Multi Agency Standardised Practice for statutory looked after review meetings (health)

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Section 1: Invitations

Invite every time
General Practitioner (GP)
0-19 service
Personal advisor from the local authority (at final review)
CIC Specialist Nurse (at final review)
Invite if open to the service (examples)
CAMHS / Counselling services, other equivalent
Youth Justice team nurse
Any other services supporting health

Using a child focused approach, a looked after review (LAR) meeting belongs to the child. Who does or does not attend the meeting should be led by the child, however it is essential that up to date health information is available and discussed, including with the child / young person (CYP). Consider confidentiality and corporate parenting role.

Who attends a LAR meeting will be discussed between the CYP, Independent Reviewing Officer (IRO) and/or named social worker prior to the meeting.

The review is a process not just a singular formal meeting. If a CYP feels they do not wish to have a relevant health professional(s) at their review, an additional 'professionals meeting' should be held as part of the review process.

General Practitioner

- The GP is the lead health professional and they hold the records for health and on-going care
- GPs should still receive an invitation and be given the option to either attend, send a report/ summary or offer any other relevant information they may hold
- GP's should receive the invitations via their generic practice email - For generic emails see Appendix A.
- Named social workers can call the practice should they require any further information or clarity
- Once a CYP turns 18 the GP becomes the lead professional for health and primary care
- When a CYP leaves care their GP may change therefore it is important that the GP is invited to the final review to enable them to best support the care leaver and ensure that relevant information is shared should the CYP health records be transferred

See Appendix B - template invitation letter to GP

0 -19 service

As the universal community health support for all CYP, the 0-19 service should be invited to every LAR meeting. For generic email see Appendix A.

Children in Care Specialist Nursing Team

This service is specialist and a separate team to the universal 0-19 service. They currently do not attend LAR meetings routinely however should be invited if actively involved with a CYP or it is the final LAR meeting prior to the CYP leaving care at 18. For generic email see Appendix A.

Personal Advisor

Each local authority will allocate a personal advisor to a care leaver. These workers should be invited the final LAR meeting. They are an integral part of the transition into adult health services and will support the care leaver to manage areas such as making a GP appointment, collecting prescriptions and registering at a dentist/optician.

Other health professionals

It is the responsibility of the named social worker to consider if there are any other health professionals who need to be invited to the LAR meeting.

Section 2: health contribution

Any health professional supporting and/or working with a CYP is expected to attend a LAR meeting, send a report prior to the meeting or liaise verbally with the named social worker prior to the meeting.

The IRO and named social worker should have sight of the current statutory health assessment (this may be an initial or review health assessment). This will offer a comprehensive assessment of the child's health and include recommendations for the child health moving forward. These actions should be overseen by the named social worker.

Health assessments will be sent, stored and saved as the following;

Assessment name	Intended Identifier
Initial Health Assessment – Under 5	CIC IHA Report (C)
Initial Health Assessment – Over 5	CIC IHA Report (YP)
Review Health Assessment	CIC RHA Report
Adoption reports (when a medical adviser for adoption provides a report based on all statutory health assessments/other specialist health opinions)	CIC Adoption Health Report
RHA– Leaving Care	CIC RHA Leaving Care Health Report and Summary
IHA – Leaving care	CIC IHA Leaving Care Health Report
Other Docs	
Any additions or updates for Health Assessments	<i>'Report Identifier' Updated</i>
If assessments are sent or received in separate parts – Part A,B, C can also be added when sending or saving the documents	<i>E.g. CIC IHA Report (C) Part A</i>
Letters around Health Assessments	CIC Misc Letter

When a CYP has recently entered care, a LAR meeting can take place prior to a statutory Initial health assessment being completed and/or report shared. In these instances named social workers should establish if there are any health issues or specific health professionals involved and should make every effort to gather health information to inform the consideration of health needs within the LAR meeting. If the IHA has been completed but report not yet available ideally the named social worker should have attended the IHA appointment and be given the information in person, however if this is not possible this may include the named social worker liaising with the specialist CIC medical team (pre-arranged time) following the assessment and prior to the LAR meeting.

For health professionals actively working with a child and unable to attend a LAR meeting, a report / summary should be requested (with reasonable notice) by the named social worker and forwarded to IRO prior to the LAR meeting. If a health professional is unable to provide a report, the named social worker should liaise with relevant health professional to ascertain verbal information prior to the LAR meeting.

Care leavers / final looked after review meeting

It is vital that relevant health professionals contribute to the final LAR meeting prior to a young person leaving care at 18. This with finalise the plan moving forward for a care leaver including any outstanding health needs requiring interventions.

Section 3: minutes

Distribute Every Time
General Practitioner (GP)
0-19 service
Children In Care Specialist Nursing Team
All Invitee's / attendees of the looked after review

GP

- It is important that the GP practice is sent a copy of all correspondence and minutes of relevant meetings such as looked after reviews as they are the holder of health records. This ensures that the GP uploads the minutes to the CYP record enabling the transfer to a new GP if CYP moves practice
- GP's should receive the minutes via their generic practice email. For generic email see Appendix A.
- Named social workers can call the practice should they require any further information or clarity

0-19 service

As the universal community health support for all CYP, the 0-19 service should receive the minutes for every LAR meeting via generic email. For generic email see Appendix A.

These services will offer a service of Tier 1 brief interventions (such as smoking cessation, healthy diet & sexual health).

Children in Care Specialist Nursing Team

The team is responsible for reviewing LAR minutes prior to completing a RHA to ensure health recommendations have been completed or actioned and to be aware of any new health concerns.

Other Services

Distributing minutes to all invited and attendees ensures that professionals supporting the CYP are up to date with the current plan. Professionals may adapt their approach or care given to the CYP upon review of the latest minutes. If a CYP is open to the Youth Justice Service, please ensure the Youth Justice Nurse receives a copy of the minutes.

Section 4: Escalations

1. If statutory IHA health report is unavailable for 20 day LAR meeting

- The IRO to escalate internally to ensure the health assessment has been requested and appointment arranged (this should be actioned by the social worker and the team manager made aware)

2. If statutory IHA health report is unavailable for 3 month LAR meeting

- The IRO to escalate to the relevant team / service manager within the local authority and to the relevant Designated Nurse Looked after Children (CCG) for discussion via generic email. For generic email see Appendix A

3. If an up to date statutory RHA health report is unavailable for a LAR meeting

- The IRO to escalate internally to ensure the health assessment has been requested and appointment arranged (this should be actioned by the social worker and the team manager made aware)
- If any concerns are raised in relation to the timeliness of the health assessment the IRO should escalate to the relevant Designated Nurse Looked after Children (CCG) for discussion via generic email. For generic email see Appendix A

4. If young person has declined their statutory health assessment (IHA/RHA)

- Please follow the decliner pathway. See Appendix C.

5. If recommendations of previous IHA/RHA are outstanding, including any referrals;

- Consider health implications for the CYP
- Named social worker to follow up outstanding actions and ensure these are revisited at the next LAR meeting
- Consider seeking the support of the relevant Named Nurse (CIC nursing team) for support

6. If support to meet emotional health needs are outstanding;

- Consider health implications
- Named social worker to follow up outstanding actions and ensure these are revisited at the next LAR meeting.
- Consider seeking the support of the relevant Named Nurse (CIC nursing team) for support.
- For concerns around OOA CAMHS provision, follow the locally agreed OOA CAMHS escalation pathway , See Appendix D

7. If key health information is missing at LAR meeting;

- Social worker to liaise with appropriate health professional immediately following the LAR meeting and ensure the information is considered within the discussion's had
- Consider an addition professionals only meeting if required

Appendices

Appendix A – GP/ 0-19/ CIC Nursing team/ Designated Nurse LAC generic email addresses

Generic email addresses	
County 0 – 19 services	
Ashfield	Ashfield0-19@nottshc.nhs.uk
Mansfield	MansfieldHFTCluster@nottshc.nhs.uk
Newark & Sherwood	newarkandsherwoodhftclusters@nottshc.nhs.uk
Broxtowe	BroxtoweHFTclusters@nottshc.nhs.uk
Bassetlaw	BassetlawHFTClusters@nottshc.nhs.uk
Gedling	GedlingHFTclusters@nottshc.nhs.uk
Rushcliffe	Rushcliffe0-19@nottshc.nhs.uk
City 0 – 19 services	
Bulwell	ncp.childrens-cdq1@nhs.net
Southglade	ncp.childrens-cdq2@nhs.net
Broxtowe	ncp.childrens-cdq3@nhs.net
Radford	ncp.childrens-cdq4@nhs.net
Sherwood	ncp.childrens-cdq5@nhs.net
St Ann's- Sneinton	ncp.childrens-cdq6@nhs.net
Wollaton	ncp.childrens-cdq7@nhs.net
Clifton – Meadows	ncp.childrens-cdq8@nhs.net
CIC nursing team County	nottscic@nottshc.nhs.uk
CIC nursing team City	nottinghamcic@nottshc.nhs.uk
Designated Nursing LAC – Nottingham & Nottinghamshire CCG	ncccg.nottinghamcityandcountyccgslac@nhs.net
Designated Nursing LAC – Bassetlaw CCG	BASCCG.LAC@nhs.net
GP's	GPs - NHS Nottingham And Nottinghamshire Icb - 52R - NHS (www.nhs.uk)

Appendix B - LAR meeting invite letter to GP

Appendix C – Young People In Care Who Decline Statutory Health Assessments

Appendix D – OOA CAMHS Escalation Pathway

Abbreviations

CIC	Child in Care
LAC	Looked After Child
CYP	Children and Young People
IHA	Initial Health Assessment
RHA	Review Health Assessment
IRO	Independent Reviewing Officer
LAR	Looked After Review
GP	General Practitioner
CAMHS	Children & Adolescent Mental Health Services
OOA	Out of Area
CCG	Clinical Commissioning Group