

Berkshire East & West Health Team for Children and Young People in Care

Arranging initial health appointments for children in care

Information for social workers

Initial Health Appointment

The initial health appointment (IHA) should be completed within 28 calendar days (20 working days) of a child / young person becoming looked after.

The process for requesting health appointments is as follows:

Within 5 calendar days (3 working days) of the child / young person becoming looked after, the social worker / Local Authority should email the following fully completed referral documents to the health team coordinator at:

For Reading, West Berkshire & Wokingham CiCBerkshireWest@berkshire.nhs.uk
For Bracknell, Wokingham (AFC) and Slough CiCBerkshireEast@berkshire.nhs.uk

- Part A form Coram BAAF
- Consent document. (2 page BHFT document)
- Coram BAAF Parental Health (PH)

The Part A and Consent forms are essential and the referral will not be accepted without both documents.

The Part A should be completed in as much detail as possible noting the essential information:

Reasons for the child/young person becoming looked after
Carers' name, address and contact detail

Consent from the birth parent(s) is best obtained at the time of placement.

If it is not appropriate to complete the Form PH at the time a child / young person has become looked after, the social worker should advise the coordinator of the reason why and aim to have it completed as soon as possible.

If the child / young person lives within a 20mile radius of the Berkshire border the health appointment will be held in our clinics.

Berkshire West : Erleigh House, University of Reading Whiteknights campus Reading RG6 6BZ

Berkshire East: Fir Tree House Upton Hospital Slough SL1 2BJ.

Clinics for children in care are held on Mondays and Thursdays each week with 3 appointments per clinic from 9.00 am.

If the child lives beyond the 20 mile radius of the Berkshire border then a local provider will be asked to complete the assessment on our behalf.

If a child has complex health needs, disabilities or has had a recent medical examination by a paediatrician within the last three months, the social worker should advise the coordinator as it may be possible to use this information as the initial health assessment. The paediatrician will review and advise if a further health appointment is required.

The coordinator will liaise with the social worker to agree a health appointment and confirm by email.

The social worker should confirm with the carer and advise the coordinator accordingly within 24 hours. If the appointment is not confirmed within 24 hours, it may be offered to another child.

The social worker should inform the birth parent of the date and time of the health assessment and arrange their attendance, if appropriate. If birth parents are attending, the coordinator must be notified before the health assessment takes place.

It is the social worker's responsibility to prepare the child, parents and carer for the assessment. If the child's Personal Child Health Record (red book) is not already in the possession of the carer, the social worker should obtain it from the parents and ensure it is brought to the health assessment.

The social worker should advise the coordinator if there are any concerns about personal safety for all those attending or if there are particular reasons why the child should not be seen in our clinics.

A social worker with knowledge of the child is expected to join the health appointment.

Following the appointment the Part C – summary and recommendations will be sent by secure email to the Local Authority.

The recommendations in the Part C report should form the health part the child's care plan and be reviewed after each subsequent health assessment and at the child's Looked After Review or as circumstances change for the child so it is an accurate record of their health needs.

The Part C summary will also be shared with the carer and child's GP

Escalation Process

The local authorities, ICBs and Berkshire Healthcare Foundation Trust have an agreed escalation policy in place for any delays in the exchange for information for IHAs or RHAs.

In the event that the paperwork is not received within 5 calendar days for an initial health assessment, the escalation process will be initiated.

For review health assessments the date of escalation will be 2 weeks after the request is sent for the Part A

Further Information

Part A

Part A contains important demographic, social and legal information that is required by the assessing health professional prior to the appointment and must be completed in full by the social worker/local authority.

The consent on the Part A indicates that consent has been given in the medical consent section of the placement plan by a person /agency with parental responsibility or a young person with capacity. This consent is for the health appointment itself.

Consent Form

This form gives consent for the sharing of information pertaining to the child and the birth parents. A young person with capacity can sign to indicate they have consented to their health information being shared or a person/agency with parental responsibility can consent if required. This consent is required for the health assessment to proceed. The form also enables the birth parent to consent to their health information being shared. It is essential that whenever possible this consent is obtained

Sharon Hickson
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Children in Care
Berkshire Healthcare Foundation Trust
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