

PROTOCOL FOR LAC REFERRALS

All Children who are looked after at home, in Kinship Care or Looked after and Accommodated will require to be referred by the Social Worker to this service. Referrals are also required if the child/young person have previously been in care and have been back living in their own home for a period of more than 3 months, and then returning to care.

1.	Referrals have to be telephoned in to Mary Milne (Secretary to Jeanette Smart – Senior Nurse Looked After Children) between 9a.m. and 11a.m. Monday to Friday – telephone number 01224 551705. This phone call should be made on the day that the child/children are taken into foster care if at all possible
2.	On the same day as the referral is phoned in please send :- Part A of the Form IHA – C (for a child from birth up to the age of 12 years) OR Part A of the Form IHA – YP (for a child from the age of 12 years upwards) The forms required to be fully completed (including consent) by social worker and emailed to Secretary Mary Milne at mmilne1@nhs.net Or fax number 01224 551750 . This needs to be on the same day as the referral is phoned in.
3.	Senior Nurse will then co-ordinate the completion of Part B of the IHA forms : <ul style="list-style-type: none">• Part B of the IHA forms will, in the first instance, be sent out to the Health Visitor (if the child is aged five or under) or to the School Nurse (if the child is of school age)• If the child is under the care of an RACH Specialist nurse then Part B of the form will be forwarded onto the nurse to add any other information, as they will often have a wealth of information about the health and development of children within their caseloads.• Jeanette will also request the RACH and Community Child Health records to review the child/young people's health along with the immunisation status.
4.	Secretary will make contact the Foster carer and Social worker to make arrangements for all health assessment and medical to be carried out. The arrangements for this will vary according to the child/young persons needs.
5.	Senior Nurse will then complete Part C of the IHA forms. A copy of this report will then be sent to the Social Worker and a copy will also be filed in the child's CCH record. Senior nurse will attend to any reviews four (4) months from assessment date, informing social worker of outcomes.