

# Recording Health Assessments

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**Version 1.0**

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### Version Control

Create / Review Date	Author / Reviewer	Summary of Changes	Version
11/02/2013	MW	First Draft Creation	1.0

## Introduction

This guidance document describes the process of recording a Health Assessment entry within the Health navigation orb and uploading any accompanying health documents as appropriate.

## Recording a Completed Health Assessment

To begin recording the Health Assessment, click on the *Health navigation orb* within the demographics



Child: Sun Day 12 years  
Basic Demographics

CLA REF

Personal Additional Identity Risks Parental Factors Relationships Involvements CIN CP Adop

Child	Personal Details	Address
	Case Number: 73951 Unique Pupil Number: Title: Ms Surname: Day	Placement Address from 10-Feb-2012

Click on the *Treatments* Tab



Child: Sun Day 12 years (Re)  
Health Record

Health **Treatments** Immunisations

**Identifiers**  
NHS Number

**Health Conditions**  
No Health Conditions recorded  
▶ Add a Health Condition

**Other Significant Health Events**  
No Other Health Events recorded  
▶ Add Other Health Event

**Substance Misuse**  
No Substance Misuse recorded  
▶ Add a new Substance Misuse

Click on the *Add a new Health Assessment* link

**Child: Sun Day 12 years (Re Health Record)**

Health | Treatments | Immunisations

**Health Development Checks**  
No Health Development Checks recorded  
▶ Add a new Health Development Check

**Dental Checks**  
No Dental Checks recorded  
▶ Add a new Dental Check

**Health Assessments**  
No Health Assessments recorded  
▶ Add a new Health Assessment

**Medications**  
No Medications Recorded  
▶ Add a new Medication record

Record all of the information regarding the Health Assessment. The Status must be set to **Completed** for the assessment to show as such within health stats. Once complete click *Create*.

Create | Cancel - **New Health Assessment Record**

**New Health Event: Health Assessment - Health Assessment ..., 02-Feb-2013**

Relating To: Child: Sun Day

**Event Details**

Health Examination Health Assessment

Examination Date 02/02/2013

Status Completed

Requested Date 01/12/2012

Required Date 02/02/2013

Result Date 02/02/2013

Description Health Assessment completed and supervised by LAC nurse...

**Parent / Carer Present?**

Consent Given? Yes

Seen Report? Yes

**Additional Information**

Notes Additional Notes...

The Assessment is now saved within the Health navigation Orb.

Child: Sun Day 12 years  
Health Record

Health | Treatments | Immunisations

**Health Development Checks**  
No Health Development Checks recorded  
▶ Add a new Health Development Check

**Dental Checks**  
No Dental Checks recorded  
▶ Add a new Dental Check

**Health Assessments**

Examination Date	Description	Status	Parent / Carer Present?
1 02-Feb-2013	Health Assessment ...	Completed	Yes

▶ Add a new Health Assessment

**Medications**  
No Medications Recorded  
▶ Add a new Medication record

This area is also accessible via the Child's CLA Pathway if they are a Looked After Child. To Access this via the CLA Pathway, click on the *CLA – Current Episode of Care* task in your tray

Day, Sun (12 years) (5)  
No Due Date | CLA Day, Sun (12 years) | CLA - Current Episode of Care

Click on the Looked After Details tab...

Child Looked After

Looked After Details | Decisions | Task Details | No Other Children

**Outcomes:**

- Organise Next CLA Review Meeting Active
- Update CLA Care Plan Active

...then select the Health Assessments Tab

Child Looked After

Looked After Details | Decisions | Task Details | No Other Children

Current Episode of Care | Active Care Plan | Plan Summary | Visits | Health Assessments

Active Period of Care | CLA Legal Status

All of the child / young person's Health Assessments will be accessible from this tab

**Child Looked After** +

**Looked After Details** | **Decisions** | **Task Details** | **No Other Children**

Current Episode of Care | Active Care Plan | Plan Summary | Visits | **Health Assessments** | Period of Care

**Health Assessments**

	Examination Date	Description	Status	Parent / Carer Present?
1	02-Feb-2013	Health Assessment ...	Completed	Yes

▶ Add a new Health Assessment

Back to: [Child Becomes Looked After](#)

## Planning a Health Assessment

Following the completion of a child's Health Assessment, it is good practice to plan the next Health Assessment where possible. Once the details of this are known, start a new Health Assessment record via the demographics or the CLA Pathway as shown above.

**Child Looked After** +

**Looked After Details** | **Decisions** | **Task Details** | **No Other Children**

Current Episode of Care | Active Care Plan | Plan Summary | Visits | **Health Assessments** | Pe

**Health Assessments**

	Examination Date	Description	Status	Parent / Carer Present?
1	02-Feb-2013	Health Assessment ...	Completed	Yes

▶ Add a new Health Assessment

Back to: [Child Becomes Looked After](#)

Record the status as *Planned*, and record information regarding the date the assessment was requested and when the assessment is required. Once complete, click *Create*.

Create Cancel - **New Health Assessment Record**

**New Health Event: Health Assessment, 13-Feb-2013**

Relating To: Child: Sun Day

**Event Details**

Health Examination: Health Assessment

Examination Date:

Status: **Planned**

Requested Date: 03/02/2013

Required Date: 02/02/2014

Result Date:

Description: Next health assessment date requested from LAC nurse.

Parent / Carer Present?

Consent Given?

Seen Report?

**Additional Information**

Notes:

This information will be saved as a draft and can be updated as progress towards completion of the Health Assessment is made.

**Child Looked After**

Looked After Details | Decisions | Task Details | No Other Children

Current Episode of Care | Active Care Plan | Plan Summary | Visits | **Health Assessments** | Period of Care

**Health Assessments**

	Examination Date	Description	Status	Parent / Carer Present?
1		Next health assess...	Planned	No
2	02-Feb-2013	Health Assessment ...	Completed	Yes

▶ Add a new Health Assessment

Back to: [Child Becomes Looked After](#)

## Cancelled or Refused Health Assessments

If the Health Assessment is cancelled, or the young person refuses the assessment, this information should also be recorded along with any notes regarding the situation.

Update Cancel - Update: Health Event: Health Assessment - Next health assess...

**Update Health Event: Health Assessment - Next health assess...**

Relating To: Child: Sun Day

**Event Details**

Health Examination Health Assessment

Examination Date

Status **Refused**

Requested Date 31/12/2012

Required Date 02/02/2013

Result Date

Description

Parent / Carer Present?

Consent Given?

Seen Report?

**Additional Information**

Notes Child has refused this assessment and has absconded when carer attempted to drive them to the clinic...

## Uploading Health Assessment Documents

Where appropriate, scanned copies of Health Assessments or related documents can be uploaded to the documents tab on Protocol, in tandem with the Health Assessment recording process explained in above.

Once scanned / received in an up-loadable format (word doc, PDF) these can be uploaded to the Protocol documents tab. For more information regarding uploading documents, please view the *Attaching Documents Guidance Notes* on the [Children's Trust website](#)

Details Audit

**Document Details**

Document Type Health Report/Assessment

Date 02-Feb-2013

Editor Test Social Worker 6 - Social Work Team

Status Draft

File File not found.

Document Number 496581

▶ Update Details

▶ Delete Draft Document

▶ Complete Document

**Upload Document**

H:\Health Report - Sun Day 020213.pdf

[Click here to submit details](#)

**Subject**

▶ Child: Sun Day

**Notes / Comments**

Notes Health report from LAC Nurse

**Access Control**

Restrictions **None Selected**

**Notification**

Notification **None Selected**

▶ Update Notifications

▶ Notify Involved Professionals