**PROCESS FOR SOCIALWORKERS REQUESTING AN ADOPTION MEDICAL**

The Social Worker should arrange with the Agency Medical Adviser to have an adoption medical completed on the child.

The BAAF paper work required for completion of an adoption medical is available in hard copy and in electronic form. This is available to all Social Workers.

All adoption medicals should be requested in writing through the Secretary to Dr Pauline Shute, The Agency Medical Adviser, at the Child Development Centre, Worthing Hospital, Lyndhurst Road, Worthing, West Sussex, BN11 2DH, who will then forward the request to the appropriate Paediatrician for completion.

The Social Worker is required to supply the Agency Medical Adviser with the following:-

* A covering letter requesting the adoption medical giving details of the child’s name, date of birth and current contact details of foster placement and panel date if known.
* **A signed BAAF Consent Form**. The SW must obtain parent’s written consent to obtaining and sharing health information. This is essential.



* **BAAF Form PH (Report on health of birth parent).** The SW should assist birth mother and father to complete the BAAF Form PH.



* **Form M & B** – combined form giving obstetric report on mother and neonatal report on baby. The Secretary to the Medical Adviser will arrange for completion of form M&B by the hospital where the baby was born. This cannot be completed without the signed consent form. The SW must complete section A on each form.



* **BAAF Form IHA-C (for children 0-9) IHA-YP for (children 10 and over).**



* A copy of the child’s Core Assessment.

**The ADM cannot consider the case unless the adoption medical paperwork has been completed. Therefore it is essential to ensure that sufficient time is allowed for the medical reporting process. This may take up to 12 weeks, depending on the circumstances.**