

## **PROCEDURE FOR HANDOVER OF RECORDS FROM HEALTH VISITOR TO SCHOOL NURSE**

### **Background**

Social Work Inspection Report - Western Isles August 2005

Recommendation 6 (Paragraph 250). "Where there are child protection concerns about a child, the Health Visitor should prepare a summary and pass this to the School Nurse when the child starts school".

### **Purpose**

- To provide continuity of care for children on school entry.
- To facilitate effective communication between Health Visitors and School Nurses.
- Professional accountability and joint responsibility.

### **Handover**

- Health Visitor ensures Child Health Record is accurately completed and the name of the child's intended school is added.
- Records are handed over by the beginning of the new school term each year. The health Visitor remains responsible for the care of the child until the first day of the school term.
- EPDS forms are transferred to the Mother's GP. record.
- Health Visitor gives verbal handover for all children and written summary where concerns exist about a child's welfare.
- Proforma is completed and a copy retained by School Nurse.
- Child Health Record is sent to Child Record Office by Health Visitor.
- Other Agencies involved in the care of the child are informed of the change

CP4

**NHS WESTERN ISLES  
CHILD PROTECTION PROCEDURES**

**RECORDS SUBMITTED TO CHILD HEALTH SERVICES FOR HANDOVER TO SCHOOL NURSE**

<i>Child's Name</i>	<i>CHI</i>	<i>Address</i>	<i>Intended School</i>	<i>(Signature) H.V.</i>	<i>(Signature) School Nurse</i>	<i>Date</i>