

General Practice Guide for Children and Young People in Out-of-Home-Care (OOHC)

Within 30 Days				As needed	6/12 month
Within 90 Days				As needed	6/12 month
Initiating information gathering and health assessment process	Is acute medical care needed?	Comprehensive Health Assessment and Early Intervention Plan	Follow-up appointments and information sharing with Child Safety	Targeted services for early intervention	Review
<p>Receptionist to:</p> <ul style="list-style-type: none"> Ask if the child is in OOHC (what is your relationship with this child?). If yes - Flag this in patient chart. Ask contact details for Child Safety Officer (CSO). Book a long appointment with GP and Practice Nurse. Ask carer to bring these essential documents: proof of identity, documentation of authority to care, information regarding who has legal authority to make health decisions, child/young person's Medicare card, health passport and any medical documentation. <p>Practice Manager to:</p> <ul style="list-style-type: none"> Upload age appropriate Comprehensive Health and Developmental Assessment templates from HealthPathways and inform all GPs about this process. <p>GP to:</p> <ul style="list-style-type: none"> Review the Letter to the Health Professional ** and My Health Record prior to or during appointment. 	<p>GP to:</p> <ul style="list-style-type: none"> Flag child/young person as 'in OOHC' in software. Please include multiple recipients for recall letters including Child Safety, parents and carer (ensure correct contact details are in the chart). Identify appropriate guardian for consent process by contacting CSO. +/- Preliminary health check. Upload Event Summary to My Health Record and share information with Child Safety. Book a long appointment for age appropriate comprehensive health assessment with GP and Practice Nurse. 	<p>Practice Nurse to:</p> <ul style="list-style-type: none"> Complete appropriate sections within the age appropriate Comprehensive Health Assessment. <p>GP to:</p> <ul style="list-style-type: none"> Review and complete assessment and formulate GP Management Plan for early intervention and define need for: <ul style="list-style-type: none"> Referrals GPMP/TCA MHTP Follow up. Add a reminder for annual review. Ensure reminder is sent to Child Safety. <p>Receptionist to:</p> <ul style="list-style-type: none"> Send recall and reminders to Child Safety and other relevant people. 	<p>GP to:</p> <ul style="list-style-type: none"> Follow-up appointments for: <ul style="list-style-type: none"> Investigations Immunisations Preventative health checks (STI or CST) MHTP GPMP/TCA Referrals. GP to share GP Management Plan with Child Safety and others. GP/Practice Nurse to upload Shared Health Summary into My Health Record. 	<p>GP to:</p> <ul style="list-style-type: none"> Review correspondence from allied health/specialists and action as required. Dental checks. Child Health Nurse checks (if appropriate). 	<p>GP to:</p> <ul style="list-style-type: none"> Complete the annual review with child/young person (more frequently as required) or at least every six (6) months if child is aged under 5. Reminder to share annual review with Child Safety and upload shared health summary to My Health Record as needed.



Adapted from Children in OOHC HealthPathway and National Clinical Assessment Framework

GP
Practice Manager
Practice Nurse
Receptionist

** This letter includes important information about consent requirements for the child and young person in OOHC from Child Safety.

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darlingdowns.communityhealthpathways.org



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Username: wmuser | Password: wmpasword
westmoreton.communityhealthpathways.org

