

Parent or carer consent

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To be completed by parent or carer

If this is an urgent, fast track referral, please call the relevant hospice, ordinarily this is the hospice closest to the child's home address, Little Bridge House in Devon 01271 321 999, Charlton Farm in North Somerset 01275 866 611, Little Harbour in Cornwall 01726 65 555. Otherwise please complete the form below in BLOCK CAPITALS and together with the completed Care referral (form B), return to: Care Team Admin, Children's Hospice South West (head office), Little Bridge House, Redlands Road, Fremington, Barnstaple EX31 2PZ or email: careteam.lbh@chsw.org.uk

Details of child/young person

First name:	Surname:
Known as:	Date of birth:
Address:	Gender:
	Postcode:
Nursery/school/college (if applicable):	
First language:	Interpreter required: <input type="checkbox"/> Yes <input type="checkbox"/> No

Parent or carer 1 Parental responsibility: Yes No

First name:	Surname:
Address (if different from above):	Relationship to child:
	Home tel:
Postcode:	Mobile tel:
Email:	

Parent or carer 2 Parental responsibility: Yes No

First name:	Surname:
Address (if different from above):	Relationship to child:
	Home tel:
Postcode:	Mobile tel:
Email:	



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Ethnicity Please tick box as appropriate:

White British	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
White (other)	<input type="checkbox"/>	Asian (other)	<input type="checkbox"/>
White and Black Caribbean (mixed heritage)	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
White and Asian (mixed heritage)	<input type="checkbox"/>	Black African	<input type="checkbox"/>
White and Black African (mixed heritage)	<input type="checkbox"/>	Black other	<input type="checkbox"/>
White and Pakistani (mixed heritage)	<input type="checkbox"/>	Chinese/Far Eastern (all)	<input type="checkbox"/>
Other mixed heritage	<input type="checkbox"/>	Any other ethnicity	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Declined to say	<input type="checkbox"/>

Faith, culture and belief Please tick box as appropriate:

Atheist/Agnostic	<input type="checkbox"/>	Judaism (all denominations)	<input type="checkbox"/>
Buddhism (all denominations)	<input type="checkbox"/>	Muslim (all Islamic denominations)	<input type="checkbox"/>
Christian (all denominations)	<input type="checkbox"/>	Sikhism	<input type="checkbox"/>
Hindu (all denominations)	<input type="checkbox"/>	Other, please specify	
Jehovah's Witness	<input type="checkbox"/>	Declined to say	<input type="checkbox"/>

Please tick the following statements as appropriate, sign, date and return the form to Children's Hospice South West

- I/we agree to this referral being considered by Children's Hospice South West and give consent to Children's Hospice South West to contact the individuals listed on the 'professional contacts' list and to share information with them regarding the care and treatment of my child.
- I/we have read and understood the 'Information held about your child and family by Children's Hospice South West' overleaf and agree to the storage and sharing of information as outlined.

Signature:	Date:
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Signature:	Date:
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Please send this completed the form together with the completed Care referral (form B) to:

Care Team Admin, Children's Hospice South West (head office), Little Bridge House, Redlands Road, Fremington, Barnstaple EX31 2PZ or email: careteam.lbh@chsw.org.uk

Has Form C been requested via the Lead Paediatrician? Yes No

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Information held about your child and family by Children's Hospice South West

We know that you will want to be reassured that the personal details we hold about your child and family are held in a secure way and are treated confidentially. We understand the importance of this and work on a basis that there will be 'no surprises' for you as a family and we pledge to be open and transparent with you at all times. However, to provide seamless safe care, it is essential that we are able to work in partnership with the other teams who work with you. To do this we need up to date information about your child and it is important we share information with others.

Therefore, we believe it is important that you know:

When you are accepted to our service, we tell key individuals

We usually write to whoever referred you to us, your GP (family doctor), Paediatrician, and anyone else you tell us is important, to let them know of this decision. We also notify the commissioners of health services in your area. We then keep in contact with these people throughout your use of our service.

We make written notes of the information you give us about your child and family

This helps us to remember the information accurately and means you don't have to keep repeating the information each time you see someone else on the Care Team. This information is kept both in paper and electronic formats.

We also keep electronic records covering a range of information about your child and family

This includes, for example: name and address; date of birth; diagnosis; your contact details, dates of stays at the hospice; reasons for the stay at the hospice; and if we stop seeing you and your child or refer you to another service.

The written and electronic information is stored securely

We have strict controls about who can see the information on a need-to-know basis and access is gained through managed log in details. On rare occasions when written notes may be needed at another location, they are transported in a secure way.

Our staff all understand the importance of confidentiality and their accountability and responsibility to maintain standards

Every member of staff undertakes annual information governance training which includes the importance of confidentiality and clear expectations of the standards we require them to follow to keep your information safe.

We communicate and share information with other professionals from other services

We believe that good communication with other health and social care professionals involved 'with you' helps us to provide better help 'to you'. This means that if we know that another professional or service is involved in the care of your child or family, we might write to or telephone them with key relevant and summary information on a need-to-know basis. We are also required to send a discharge summary after each stay to your GP, Lead Paediatrician and any other relevant professionals.

Our service is part funded by the NHS and to receive this money we are required to provide information about which children we care for and for how many days each year

We will need to send some information about your child and family to the commissioners of health services for your area, this information is treated in confidence and its use is strictly controlled.

Records are kept in line with national requirements

We are bound by information retention requirements for NHS records. Old records are retained in a secure archive status after processing and destroyed /deleted following required standards.

If you have any queries about the information we hold about your child and family, or you wish to access the records we hold about your child and family, please ask the Head of Care, (or a member of the Care Management Team if the Head of Care is not available).



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