

Paediatric Liaison Form Guidelines

When there has been/or is potentially a risk of significant harm to a child the Safeguarding Children Procedures should be followed in all instances. The form is not a substitute for initiating Child Protection Procedures. Please speak with the Nurse in Charge or speak to the Safeguarding Team if additional support/advise is required.

Paediatric Liaison forms must be completed for the following attendances:

Adult presentations – Where either the adult is the main/joint carer for a child or where there is a child living in the property where the incident has occurred. If the adult attending is pregnant a form should also be completed in the following cases:

- Domestic Abuse
- Substance / Alcohol misuse
- Mental Health / Self-harm
- Concerns relating to parenting capacity

Child Presentations – Forms should be completed in all the following cases:

- Child Deaths
- Referrals to Social Care (including a copy of the social care referral where applicable)
- Alcohol / substance misuse (referral to Branching Out or The Base required upon gaining consent)
- Social concerns – no immediate risk
- Mental Health / Deliberate self – harm
- Significant suicide attempts
- Domestic Abuse

Consideration of whether a form is needed in other cases e.g. safety issues, lack of supervision, significant ED attendances etc should be completed based on clinical judgement.

Form completion

- It is essential that all demographic details are provided to ensure liaison is completed for the correct child and / or family and that we have up to date address and contact details. In light of forms completed for adults it is essential that the children's details are obtained where possible.
- Forms need to be signed by the professional completing the form and needs to be the practitioner involved in the care of the child/ren and / or family.
- Ensure all questions are asked and a response documented in all the fields required.
- If a child is at home, please ensure that the location of the child is noted alongside the details of a responsible adult caring for the child/ren at the time.
- If a child / adult refuses to answer a question this also needs clearly documenting. It should also be documented where it is inappropriate to ask a question and the rational for not asking.
- Forms need to be completed at point of care where concerns are raised and follow the child / adult throughout the ED presentation.
- It is important that families, where possible, are informed when a form has been completed. Where this is not possible the reasons for not informing should be clearly identified.

- Concerns need to be clear and precise and the follow up required should also be documented.
- Electronic Patient Records should also be updated when a form has been completed.
- Electronic form introduced in January 2022. When a form is completed a referral via the Paediatric Liaison Pool needs to be completed to alert the Safeguarding Team to the completion of the form.
- Should the electronic system be unavailable a paper version of the form needs to be completed. This is available on EM Beds.