

Patient ID:

Date:  NHS Number:

**CLIENT-HELD RECORDS**

1 Does the client have in their possession an emergency card with details of diagnosis, medication, 24 hour emergency contacts and key worker ?  Y  N

No, but...

2 Is this card up to date, as judged by other information in the records ?  Y  N

No, but...

3 If the department has chosen to use client-held records for all clinical and other relevant information, did the client have these records in their possession at last service contact ?  Y  N

No, but...

**KEY WORKER**

1 Has a key worker been named in the records ?  Y  N

No, but...

2 Are accurate details of how to contact him or her during office hours recorded ?  Y  N

No, but...

**LIAISON WITH THE PRIMARY HEALTH CARE TEAM**

1 Did the Primary Health Care Team contribute to the short and long-term plans for this young person ?  Y  N

No, but...

2 Even if the young person is being transferred to another secondary or to a tertiary facility, has full information, including the paediatric summary and list of relevant service contacts been sent to the Primary Health Care Team ?  Y  N

No, but...

3 Is there evidence that further providers (e.g. a Further Education College, Health Service) have been informed appropriately ?  Y  N

No, but...

