

Best Practice Guide to completing a Form B Reporting Form for the Child Death Service – General Practitioner

You have been requested to complete a Reporting Form by the Child Death Overview Panel. Please complete the form with as much information as possible held within your agency relating to:

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| • The child. |
| • Family members, inc. household members and relatives. |
| • Either current or historical. |

If you have been requested to complete a Reporting Form but have not worked directly with the child/family, it will be necessary to include those workers who have had direct involvement when completing the form. This will enable us to fully understand your agency's involvement with the child and family.

If using acronyms when completing your form, please ensure you give the full definition.

Identifying and Reporting Details

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| • Please complete the child's full details. |
| • Please ensure you complete full family details including both parents and siblings, if known. |

Summary of Case and Circumstances Leading to the Death

Please complete with as much information as possible that you know relating to the circumstances of the child's death. If you have been made aware of the circumstances from another agency, please indicate the source. If the circumstances of death are not known to you, please indicate this.

The question 'Circumstances of Death' could include information around:

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| • Date and nature of last known contact with the child (if immediately prior to child's death, please specify the child's functioning). |
| • Degree of your involvement at the time the child died (i.e., discussion with coroner's officer, signing of death certificate if expected child death). |
| • For an expected child death - was a palliative care pathway in place and who are the professionals involved? |
| • For all deaths – please include the information detailed on the discharge summary from hospital. |
| • Any other information you feel relevant – for example, safeguarding information, changes in child's behaviour or presentation and any concerns from parents/carers |

The Child

Please answer as many questions as you can, if an answer is not known, please specify.
You could include information around:

• History of involvement with child (i.e., routine childhood illnesses).
• Any known medical conditions (including treatment).
• Information regarding child's medication (what medication was child on, and length of time used, e.g., inhalers).
• Any congenital medical conditions.
• Any known developmental issues or disabilities.
• Frequency that family have accessed out of hours services for the child/recent A&E attendances.
• Any referrals made to agencies for services for additional support for child (i.e., speech and language).
• Was a referral made to a specialist – for example, paediatrician or dietician.
• Any disclosures made by child regarding abuse or neglect.
• If the child attended appointments alone - was this appropriate?
• Who attended appointments with the child? – please include names and relationship to the child.
• Assessment/observation of functioning – presentation of child at appointments.
• Was the child brought to all scheduled appointments in primary care or secondary care?
• Was any attempt made to follow-up with parents/carers if the child was repeatedly not brought to appointments and was there any escalation of concerns?

Additional Information

The question 'Additional Information' could include information around:

• How long had the family been registered at your practice?
• Are there any medical conditions/developmental issues with parents and siblings?
• Are there any issues with engagement/missed appointments?
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• Any disclosures made by family members? (i.e., domestic abuse)
• Adverse childhood experiences with parents/carers/household members, which may include imprisonment, involvement in legal proceedings.
• Are there issues with communication? (i.e., language barriers, visual or hearing impairment, learning disabilities).
• Antenatal care received by mum (e.g., late presentation of pregnancy).
• Has safe sleeping advice been discussed with the family?
• Was ICON advice discussed with the family?
• Has bereavement support offered to family (was this taken up)?
• Identify any unmet needs or gaps in service and between agencies.
• Have the parents acted appropriately when the child has been ill – any delays in presentation?
• Information from any assessment or process in relation to safeguarding (i.e., TAC/CAF/CIN/CP)

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| • Support for parents if they have any recognised needs, e.g., post-natal depression/low mood. |
| • Issues that impact on parents' ability to engage with your agency or other agencies. |
| • If parents are separated - involvement by absent parents. |
| • The relationship between parents if separated (if known). |
| • Any further support provided at the time of death to parents/carers or other siblings. |
| • Bereavement support offered to family (was this taken up). |
| • Any additional services requested by or on behalf of the family – were they available and did the child and family engage? |

Issues or Questions

If on completion of a Reporting Form, you have any issues or questions you think the Child Death Overview Panel should consider please indicate clearly in the section 'Issues for Discussion'.

This could include:

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| • Timeliness of medical intervention – any delay in presentation. |
| • No access visits (the child and family not being home for planned appointments). |
| • Family not adhering to advice from professionals – was this explored with the family, and did you have any concerns around safeguarding, such as neglect? |
| • Information sharing/communication (between agencies). |
| • Delay in access to services. |
| • Barriers to communication. |
| • Delay in bereavement support. |

Further Information and Support

Link to West Mercia CDOP –

[westmercia eCDOP](#)

Link to Child Death Reporting Form –



Child-death-reporting-form-october-2020

Link to the ICON Website - [I is for Infant Crying is Normal](#)

Demonstration Video for Form B completion <https://www.youtube.com/watch?v=23gZsfwqYBw>

2Wish website for targeted bereavement support for families following the death of a child - [Home - 2 Wish](#)

Please return completed form to:

stw.cdop@nhs.net

or complete following the link sent to you via email.

If you require further information or support completing the form, please contact:

Maddy Kempself-Smith – Specialist Nurse for Child Death

Tel - 07917010518

Email - stw.cdop@nhs.net