Appendix 4

 

Salisbury District Hospital

 Salisbury

 Wiltshire

 SP2 8BJ

 01722 33626

Parent / Guardian

Address Line 1

Address Line 2

Town

County

Postcode

Date

Dear Parent / Guardian

Re :

NHS Number :

Unfortunately xxxx was not brought to their appointment today in xxxx for review of xxxx. I trust you were aware of the appointment, please let us know if you were not.

From the information I have available, I do not think there is a need for xxxx to have a further appointment at this time and I am discharging xxxx back to the referrer. If you do have on going concerns, please discuss these with your GP and / or the health professional who

referred you for the appointment who could re-refer you back for another appointment if required.

Missed appointments do have a significant impact on the ability of Salisbury NHS Foundation Trust to deliver timely health care to our local population and we would ask you to contact us in the future if you are unable to bring your child to the appointment using the contact details above.

Missed appointments can mean there are welfare concerns for the child and may result in us, in the best interest of your child, having discussions with your GP, Health Visitor and or School Nurse. If we do have significant concerns about your child we may have a discussion with the Multi Agency Safeguarding Hub and make a referral if necessary

Yours sincerely

Ps. Note to GP – please check we have the correct contact details for this patient and let us know if you have any safeguarding concerns why this patient has not been brought to an appointment.