


<b>NF05</b>	<h2 style="margin: 0;">Notification Form</h2> <h3 style="margin: 0;">Unexpected Absence of a Minor<sup>1</sup></h3> <p style="margin: 0; color: #0070C0;">To be completed in conjunction with 'The Guide to Monitoring IPAS' document available at <a href="http://www.hiqa.ie">www.hiqa.ie</a></p>	 <p style="margin: 0;"><b>Health Information and Quality Authority</b></p> <p style="margin: 0; font-size: small; color: #0070C0;">An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte</p>
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<b>Section 1. IPAS centre details</b>	
Centre name	
Centre ID (OSV)	
<b>Section 2. Minor's details</b>	
Minor's unique identifier	
Describe the current <b>status of the minor</b> , such as physical or mental state:	
Has an NF05 form been submitted for this minor in the past 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many NF05 forms have been previously submitted?	

<sup>1</sup> Anyone under the age of 18 years

### Section 3. Circumstances of the minor's absence

<b>Date</b> of absence		<b>Duration</b> of absence (in hours)	
Date <b>reported</b>		Time <b>reported</b>	
Has the minor returned to the centre?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
What are the <b>circumstances</b> of the absence?			
If the <b>minor has not returned</b> to the centre, what actions are being taken to locate them?			

#### Section 4. Additional information

Please state the measures that have been taken to **reduce the risk** of further unexpected absences occurring:

Please state if you have notified **An Garda Síochána** of the absence and provide details of any investigation, if known:

Please state if you have notified the **Child and Family Agency (Tusla)** of the absence of the minor and provide details of any investigation, if known:

## Section 5. Declaration

I, the undersigned, declare that the information I have provided in this notification form is true to the best of my knowledge and belief.

Name	
Job title	
Signature	
	<b>Type</b> your name in the signature field
Date	
Contact number (during office hours)	

Please return the completed, signed form by email to [ipasmonitoring@hiqa.ie](mailto:ipasmonitoring@hiqa.ie)  
Please ensure **NF05 is clearly stated in the subject bar of the email**