**EHCP ANNUAL REVIEWS - INVOLVING HEALTH PROFESSIONALS**

**GUIDANCE FOR EDUCATION SETTINGS**

Health professionals are under a statutory duty to support the EHCP process and this includes involvement in annual reviews. A rolling training programme is being undertaken with health teams to raise awareness of their responsibilities to support annual reviews. It is not compulsory to attend the meeting in person and we recognise that busy caseloads and clinical responsibilities can often prevent attendance. Health update reports must however be provided to the meeting organiser prior to the meeting and the following information aims to support SENCO’s undertaking annual reviews with obtaining health information and reviewing the health needs and outcomes in EHC plans.

* In line with the Code of Practice, education settings **must** invite all health professionals involved in the child’s care to contribute towards the annual review meeting, providing **at least 2 weeks’ notice**.
* During the review meeting the **health needs and outcomes should be reviewed** in **partnership** with the child/young person and their parent/carer, alongside the information provided by relevant health professionals. Education settings are requested to suggest any amendments in the annual review report in the same way as the educational elements of the plan.
* The majority of key health teams are now registered on the EHCP Hub. Please ensure where possible that requests for health contributions to an EHCP review are directed to the health teams central e mail addresses (for example: Young Minds Matter, Children’s Therapy’s etc) rather than individual health professionals, as this ensures that requests can be directed to the most appropriate professional and can be actioned during individual staff absence.
* For annual reviews currently being managed outside of the EHCP Hub or if you are unsure which health teams are involved with a child or young person, please contact the Designated Clinical Officer who will be able to direct you to the appropriate team.
* The Designated Clinical Officer should not routinely be invited to attend or contribute to EHCP reviews via the EHCP Hub; but can support with any queries where health needs cannot be addressed by the health teams involved in the child’s care; or regarding health provision which may fall outside of normally commissioned health services.
* Health professionals are responsible for ensuring that language used is free from medical jargon, clearly explains how a medical condition impacts on daily functioning and what provision will be provided. If this is not clear, please go back to the health professional providing the advice and request further explanation.

**If you have any queries regarding health needs or provision, including any difficulties obtaining reports or accessing health services please contact the Designated Clinical Officer:** [**designatedclinicalofficer@nelincs.gov.uk**](mailto:designatedclinicalofficer@nelincs.gov.uk)

**HEALTH TEAM CENTRAL CONTACTS:**

**Young Minds Matter:**

[lpft.nelymm@nhs.net](mailto:lpft.nelymm@nhs.net)

**Compass Mental Health Support Team:**

[Compass.go.mhst@nhs.net](mailto:Compass.go.mhst@nhs.net)

**School Nursing Service:**

[SchoolNursingAdvice@nelincs.gov.uk](mailto:SchoolNursingAdvice@nelincs.gov.uk)

**Health Visiting Service:**

[HealthVisitingAdvice@nelincs.gov.uk](mailto:HealthVisitingAdvice@nelincs.gov.uk)

**Paediatric Secretaries:**

For children under the care of a Paediatrician contact the Paediatric secretaries who will be able to provide a copy of recent clinic letters and can upload these to the EHCP hub.

[nlg-tr.SAT8@nhs.net](mailto:nlg-tr.SAT8@nhs.net)

**Children’s Therapy:**

This includes requests for Occupational Therapy, Physiotherapy, and Dietetics.

[nlg-tr.gychildrenstherapyteam@nhs.net](mailto:nlg-tr.gychildrenstherapyteam@nhs.net)

**Children’s Community Nursing Team:**

This includes Community Children’s Nurses and Specialist CCN’s for Epilepsy, Respiratory, Diabetes, Endocrine, Constipation.

[**nlg-gyccnTeam@nhs.net**](mailto:nlg-gyccnTeam@nhs.net)

**Children’s Complex Health Team:**

For children and young people with a Children’s Continuing Health Care funding please contact:

[designatedclinicalofficer@nelincs.gov.uk](mailto:designatedclinicalofficer@nelincs.gov.uk)