# HEALTH CONTRIBUTION TO EHCP ANNUAL REVIEWS

**GUIDANCE FOR EDUCATION SETTINGS**

## This guidance has been developed to support education settings with involving health professionals in EHCP annual reviews and reviewing health needs and outcomes.

Health professionals are under a statutory duty to support the EHCP process and this includes involvement in 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. It is expected that health professionals will prioritise attendance for children at key transition points and for Year 9 annual reviews. Health update reports will be provided to the meeting organiser prior to the annual review.

* From April 2023 onwards, the Local Authority will provide the Designated Clinical Officer with a list of all annual reviews due for each academic term. This will enable an early warning notification to be sent to relevant health teams that an update will be required.
* 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**. It is however advisable that an earlier notice period is provided where possible.
* **Please ensure that when setting up an annual review meeting that you check which health teams are involved with the child and send an invitation and ‘request to contribute’ via the EHC Hub to the relevant health team(s).**
* **EHC Hub Invitations should not be routinely sent to the Designated Clinical Officer.** The Designated Clinical Officer provides oversight of health services involvement in the EHC process but does not work directly with individual children and young people. The Designated Clinical Officer does not hold responsibility for updating health information in individual plans but can support with:
	+ Accessing updates from health services not registered on the EHC Hub (e.g Sheffield Children’s Hospital, other out of area providers, adult services)
	+ Health related queries which cannot be resolved through contact with the health teams involved in the child’s care.
	+ Advice/support where there is an identified gap in commissioned health services provision.
	+ Signposting to appropriate health advice/provision.

**Please contact the DCO via email with any queries:** **designatedclinicalofficer@nelincs.gov.uk** **and not via the EHC Hub.**

* All key health teams are registered on the EHCP Hub. Please ensure that requests for health contributions to annual reviews are directed to the health teams **central e mail addresses** (for example: Young Minds Matter, Children’s Therapy’s etc) and are not sent to named individual health professionals. This ensures that requests can: be directed to the most appropriate professional; be actioned during staff absence; and responses can be monitored by the DCO.
* For annual reviews managed outside of the EHC Hub or if you are unsure which health teams are involved with a child or young person, please contact the Designated Clinical Officer by email: designatedclinicalofficer@nelincs.gov.uk who will be able to direct you to the appropriate team.
* During the review meeting the **health needs and outcomes must be reviewed** in **partnership** with the child/young person and their parent/carer. Amendments to the health information should be made, where required, during the annual review in the same way as the educational and social care elements of the plan. This can be done by reviewing any reports received from health teams and having a direct discussion with the child/young person, their family.
* Where a health professional is involved with a child/young person it is expected that they will support the annual review process and contribute to reviewing and updating health outcomes.
* ***Universal Health Provision only*** - For children and young people receiving universal health services only (i.e GP, School Nursing/Health Visiting) health updates can be obtained from the parent/carer without the need for a specific health professional report.
* ***Paediatricians –*** Due to their vast caseloads Paediatricians are usually unable to attend a review in person unless there are highly complex health needs. The latest clinic letter which provides a summary of the child’s health needs and agreed plan of health provision will be uploaded to the EHC Hub by the Paediatric Secretaries. *If you do not receive a response, please contact the DCO who will support with obtaining this for you.* The letter can then be used within the review meeting to review the associated health outcomes.
* 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**

 

# SEND HEALTH LEADS:

Designated Clinical Officer SEND/Strategic Lead Children’s Complex Health – Sarah Harding Project Manager (SEND)/Associate Designated Clinical Officer – Jo Nejrup

Complex Health Nurse (SEND) – Cathy Thompson

**Contact via:** **designatedclinicalofficer@nelincs.gov.uk**

**HEALTH TEAM CENTRAL CONTACTS:**

**Young Minds Matter:**

lpft.nelymm@nhs.net

**Compass Go Mental Health Support Team:**

Compass.go.mhst@nhs.net

**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

**Children’s Therapy:**

This includes requests for Occupational Therapy, Physiotherapy, Speech and Language Therapy and Nutrition & Dietetics.

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**

**Children’s Complex Health Team:**

For children and young people with a Children’s Continuing Health Care funded package

please contact: cchc@nelincs.gov.uk

**For all Children Looked After an annual review invitation should be sent to:**

nlg-tr.SafeguardingAdmin@nhs.net

Updated March 2023 – Sarah Harding Designated Clinical Officer SEND