**HEALTH CONTRIBUTIONS TO EHCP ANNUAL REVIEWS**

**GUIDANCE FOR EDUCATION SETTINGS**

The SEND Code of Practice (2014) details the duties placed upon local authorities, health bodies, schools, and colleges to provide for children and young people with Special Educational Needs and Disabilities. Education, Health, and Care plans must be reviewed at least every 12 months, and the reviews must focus on the child or young person’s progress towards achieving the outcomes specified in the EHC plan.

An essential element of the review process includes reviewing the health provision made for the child or young person and its effectiveness in ensuring good progress. 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 it is recognised that busy caseloads and clinical responsibilities may be a barrier to attendance. However, it is expected that advice will be provided by health professionals involved with the child or young person at least 2 weeks prior to the meeting date, when sufficient notice is given by the meeting organiser. Health professionals are asked to prioritise attendance in person for children at key transition points and for Year 9 annual reviews.

Knowing which health professionals are involved with a child or young person and obtaining timely health advice can be challenging for education settings. Therefore, to support with this a new process will be introduced from the Spring Term 2024:

* Please ensure that for **every annual review an invitation and request to contribute** is sent to the new central health contact point named **‘Health Teams’** on the EHC Hub, **at least 2 weeks prior** to the review meeting. It is advisable that an earlier notice period is provided where possible. *Please do not send invitations or requests for advice directly to named health services or individual health professionals.*
* Once received all requests to ‘Health Teams’ will be coordinated by the Child Health Administrator who works alongside the Designated Clinical Officer. A check of health records will be undertaken and annual review invitations and requests for advice will be allocated to the most appropriate health professionals via the EHC Hub.
* Responses will be monitored by the Child Health Administrator and reminders sent to health professionals to support with timely health advice.
* Health professionals are encouraged to complete the advice template on the EHC Hub, however where relevant information is contained within an up-to-date care plan or clinic letter this will be uploaded to the EHC Hub documents section by the Child Health Administrator for use during the annual review.
* 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. Health professionals in attendance at the review can support with making amendments where required to the EHC plan.
* Health professionals should ensure that their advice avoids medical jargon and that a clear explanation as to how health needs may impact on daily functioning and what support is required is provided. If this is not clear, please contact the health professional directly to discuss further or contact the Designated Clinical Officer for advice.
* It is expected that health professionals will commence discussions with young people and their families regarding preparation for adulthood and transition to adult health services from Year 9 onwards, in line with North East Lincolnshire’s ‘Preparation for Adulthood Protocol’. For young people in Year 11 onwards the SEND Nurse Coordinator will review requests for health advice received via the ‘Health Teams’ requests process to ensure that transition to adult services is underway where appropriate, that health outcomes reflect PfA, and will support with health team liaison where gaps are identified.

**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 CONTACTS**

**SEND HEALTH LEADS:**

Designated Clinical Officer SEND/Strategic Lead Children’s Complex Health – Sarah Harding

Delivery Manager (SEND)/Associate Designated Clinical Officer – Jo Nejrup

SEND Nurse Coordinator – Kate Pope

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

**HEALTH TEAM CENTRAL CONTACTS:**

**NAVIGO CAMHS (Young Minds Matter):**

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

**Compass Go Mental Health Support Team:**

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

**Paediatric Secretaries:**

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

**Children’s Therapy:**

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

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

**Children’s Community Nursing Team:**

This includes Community Children’s Nurses (CCN) 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 funded package please contact:

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

**Children Looked After Health Team:**

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