**Process for contacting health services to contribute health advices for annual reviews**

Does child/young person attend an education setting other than **Hadrian or Sir Charles Parsons?**

No- child/young person attends Independent Education setting. School/setting provide services- follow internal process for Annual reviews.

No- child/young person attends **Hadrian/ Sir Charles Parsons.** Clinicians are on site to discuss meeting taking place- process below can also be followed.

No- Child/young person is electively home educated or receives EOTAS package- SEN team will take charge for meeting being arranged. Please follow process below for contacting health services. to attend Annual Review meeting for EHCP.

Yes- please follow process below for contacting health services to attend Annual Review meeting for EHCP.

Is the child/young person currently known to health services and a health need identified within their EHCP?

**Yes known to services**

* 4 weeks before meeting takes place school/setting contacts the health service involved in child/young person's care to notify them of date of annual review.
* If unsure, school/setting to contact admin team for health service:
	+ to check if the child/young person is still known to service.
	+ send invite to team admin and ask to be sent to therapist/clinician involved in child/young person’s care.
* **Transfer of care between services**
	+ **Please note** children's care may not be transferred automatically between services.
	+ Please ensure if child has been discharged from service EHCP is amended to reflect these changes.
* No health needs identified during EHCP review- no further actions.
* Documented within plan no needs identified at current time.
* Health needs identified during EHCP review process.
* Referral to be made using health services referral pathway.
* Plan to clearly state referral to be made to service and with date and name of service.

**Not known to services and no health needs identified within EHCP.**

If there are any concerns or difficulties in contacting the specific health service please email:

 nencicb-ng.sendhealthteam@nhs.net

and a member of the SEND team will be able to help. Please include in your email the name, date of birth of child/young person, school or education based placement attending and service you are trying to contact. (This is a secure email)

**Contact details**

NUTH Speech and Language services: nuth.paediatricspeechandlanguagetherapy@nhs.net

CNTW Speech and Language services : CTLDAdmin@cntw.nhs.uk

NUTH Occupational Therapy services: nuth.physicaltherapyservices@nhs.net

NUTH Physiotherapy services: nuth.physicaltherapyservices@nhs.net

CNTW Physiotherapy services: CTLDAdmin@cntw.nhs.uk

CYPS: NGCYPS@cntw.nhs.uk

Children's community Nursing: Childrenscommunity.nursingservice1@nhs.net

Paediatricians