

Appendix 2 Flow chart for health professionals when a diagnosis may impact on education and/or the young person is absent/missing education

Is the child or young person on a school roll?		
		
1. Use the 5.26 Joint Protocol between Health Services & Schools in respect of the management of pupil absence from school when medical reasons are cited - Norfolk Safeguarding Children Partnership (norfolkscb.org)		
2. Gain parent/carers consent to speak to either the school or Norfolk County Council (as appropriate) using Appendix 3 in the Joint Protocol		
School	Medical Needs Service	Elective Home Education service (EHE)
3. Using the completed consent form, contact the school (parent/carers should provide the best key contact)	3. Using the completed consent form, contact the Medical Needs Service on medicalneeds@norfolk.gov.uk They will be able to confirm school status. If on roll – proceed as per school route (left). If they are a Child Missing Education (CME), the team will direct you to an appropriate colleague.	3. Using the completed consent form, contact the EHE service on Services-to-home-educators-admin@norfolk.gov.uk
4. Once contact has been established, you can share health information about the child using Appendix 4. If possible, SAVE TO PDF before sending, so that it is not editable		
5. As appropriate, the school, Medical Needs Service, CME team or EHE service can then share information with you using Appendix 3; you may also organise/attend a multi-agency meeting to discuss the impact of health on education etc.		