Medical Needs Teaching Referral Flow Chart

Working Together: Developing a Child Centred, Multi-agency Approach to Planning and Provision

When a pupil is medically unable to attend school and this is likely to be for at least 15 days or more, an online **Referral** should be completed via Inclusion Services Schools Extranet – There will be an initial review of the content to ensure the application is completed sufficiently to go forward to **panel review**, sent on as **medical referral** or logged as **incomplete**. Contact will be made with the home school as soon as possible by email/phone to discuss the application and next steps. **Incomplete forms:** Application on hold until complete, will be automatically on the agenda for the next panel review if the panel is missed. Emergency cases will be considered on a case by case basis through discussion with SCC Inclusion Officer for Pupils with Medical Needs.

Medical Referral Such as planned procedures or consultant led Inpatient and Outpatient reviews. Will be referred directly to Southampton Hospital School (SHS) as an inpatient.

Home school/SHS to arrange **Review** flexibly and ongoing in conjunction with tutor, Consultant/clinicians and relevant professionals while at University Hospital Southampton or Bursledon House. Reviews rolling, on at least two week rotation following admission/referral.

Following Discharge

Review to follow to include tutor, SCC Inclusion and relevant professional i.e. CAMHS, Occupational Therapist or feedback from medical clinicians. Southampton Hospital School Head teacher to be involved where appropriate. To enable planning of outreach transition support by SCC Inclusion or cessation of support.

Close Case

Refer to retention schedule as per case notes.

Continue Support

Panel Review panel to contain Southampton City Council representatives from Inclusion Services, School Attendance Support Service, Social Care, SEND Team, Service provider and where possible NHS/CAMHS input.

Agree to placement/Intervention

Service provider to arrange **Initial meeting** with family, SCC and relevant professionals.

Tuition will usually be available within University Hospital Southampton, Southampton Hospital School, Southampton hub space or as Outreach (Home/public space) within 15 days of **agree to placement.** Default placement is six weeks.

Tuition will begin following **dedicated planning** completion, to include input and continued engagement from the home school through the school's designated medical lead.

Home school to arrange **Review** (no later than half termly) to include tutor, SCC Inclusion and relevant professional i.e. CAMHS, Occupational Therapist or feedback from medical clinicians. MOS service provider Head teacher to be involved where appropriate.

Academic progress and appropriateness of planning will be reviewed and measured against outcomes/targets.

Pastoral progress will be reviewed alongside academic progress. With reference to mental health cases, CAMHS/appropriate medical professional to offer relevant updates.

Where there are concerns over behaviour and/or a pupil has missed five sessions either due to non-engagement, refusal or non-attendance, the case will return to **panel review** to decide on continuation of placement.

Decision to extend provision for another review period **OR cessation** of tuition/intervention.

Decision to extend

Pupil is making expected progress and placement/Intervention is to continue.

Decision to close

The placement has been **unsuccessful**. Home school to contact their link Education Welfare Officer or School Attendance Support Service to discuss attendance/behaviour with the aim of enabling strategies for accessing education. A new referral will be required to re-enter medical provision following interventions.

Decision to close

The placement has been **successful** and pupil is deemed ready to reintegrate back into mainstream education.

Refusal of placement/Intervention

Where a refusal has been issued, the panel decision is emailed to the Link/Lead at the home school as soon as possible (no later than 72hrs).

Suggestions will be offered regarding next steps e.g. School Attendance Support Service, Targeted Services, SEN Graduated Response, CAMHS referral, Designated Mental Health Lead, SCC Online guidance, Individual Healthcare Plan.

Further advice can be discussed with the Inclusion Officer for Pupils with Medical Needs.

Reintegration plan

Mainstream school to meet with the Head of service provider/tutor/SCC Inclusion to develop a reintegration plan.

This **must** be done in conjunction or liaison with the pupil, parents/carers and any relevant agencies currently actively involved.

Pupil returns to school based education with appropriate individualised support where required.