

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?		
YES	NO/NOT SURE	HOME EDUCATED
<p>1. Use the 5.27 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)</p>		
<p>2. Gain parent/carer consent to speak to either the school or Norfolk County Council (as appropriate) using Appendix 3 in the Joint Protocol</p>		
School	Medical Needs Service	Elective Home Education service (EHE)
<p>3. Using the completed consent form, contact the school (parent/carer should provide the best key contact)</p>	<p>3. Using the completed consent form, contact the Medical Needs Service on medicalneeds@norfolk.gov.uk or 01603 223609. 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.</p>	<p>3. Using the completed consent form, contact the EHE service on Servicestohomeeducatorsadmin@norfolk.gov.uk</p>
<p>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</p>		
<p>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.</p>		