**Derby City Council**

**SEND Health Notification – Guidance for Health Professionals**

**For children Under Statutory School Age (under 5)**

Health practitioners have a duty to notify the LA under section 23 of the SEND Code of Practice about children under compulsory school age who have or may have a disability or special educational need.

If you are a health professional and wish to notify **Derby City Council** about a child please follow this process as it might also be appropriate to make a referral for the child for support.

Before you make a referral to LA specialist education services or send us a health notification you should:

* Discuss with the parents/ carers your view that their child has (or is likely to have) SEND
* Give the parent/ carers the opportunity to discuss their child’s additional need and the likelihood of SEND
* If you are making a health notification - Inform the parents/ carers that health professionals have a duty to notify the LA
* If you are making a referral – explain the reason you are making a referral
* Advised the parents of the SEND local offer website and organisations that may be able to provide support and advice about SEND
* Document in the child’s clinical record that you have made a notification and/ or a referral

**How do I know whether I should make a health notification or a referral?**

If the child is under 5 and already known to STePS – send us a copy of your report/ letter

* Your report will be forwarded by our admin to the most appropriate person to read, depending on the age of the child this might be an early intervention practitioner, an advisory teacher or an educational psychologist

If the child is under 5 and not already known to STePS - then you can do one of the following:

1. Audiology and Opthamology departments diagnosing children with a hearing or vision impairment should make a referral, using the STS referral form, FAO of the Hearing Team or Vision Team
2. Occupational or Physiotherapist - If the child has a physical disability and they will require specialist equipment in their educational setting make a referral, using the STS referral form, FAO the Physical Impairment Team
3. All other health colleagues (e.g. Paediatricians, Speech therapists, health visitors) - If the child is under 5 and not yet attending a setting you can make a referral, using the STS referral form, FAO the Early Intervention Team
   * Your referral will be discussed at our early years referral and assessment panel (EYRAP)
4. All other health colleagues (e.g. Paediatricians, Speech therapists, health visitors) - If the child is under 5 and is attending a school/ early years setting send us a health notification using the health notification form
   * Your health notification will be forwarded to a member of the team to read (if the child is in a PVI setting it will be sent to the designated link Early Intervention Practitioner, if the child is in a school it will be sent to the educational psychologist for the school and the advisory teacher)
   * We will write to the child’s schools/ setting to let them know that you have concerns about the child and to advise them to meet with parents to discuss the implications and consider next steps

**What about children over 5 year of age?**

If the child is over 5 and already known to STePS – send us your report/ letter

* Your report will be forwarded by our admin to the most appropriate person to read, depending on the age of the child this might be an early intervention practitioner, an advisory teacher or an educational psychologist

If the child is over 5 and not already known to STePS - then you can do one of the following:

1. Audiology and Opthamology departments diagnosing children with a hearing or vision impairment should make a referral, using the STS referral form, FAO of the Hearing Team or Vision Team
2. Occupational or Physiotherapist - If the child has a physical disability and they will require specialist equipment in their educational setting make a referral, using the STS referral form, FAO the Physical Impairment Team
3. All other health colleagues (e.g. Paediatricians, Speech therapists) - If the child is over 5 you should send a copy of your report/ letter to the child’s school. They will decide when/ if its appropriate to involve an Educational Psychologist or Specialist Teacher. You cannot refer to the specialist teaching service teams for support or make a health notification for children over 5.

If you need copies of our referral form or health notification form or you want to discuss a referral or health notification with us and for any other enquiries you can email or phone on:

[stepsadmin@derby.gov.uk](mailto:stepsadmin@derby.gov.uk)

01332 641400