

Medical Outreach Service Referral Process: When a pupil is medically unable to attend school and this is likely to be for at least 15 days or more, a **Referral Form** should be completed and returned to SCC Inclusion via SCC AnyComms: *Medical Needs Pupils* – There will be an initial review of the content to ensure the application is completed sufficiently to go forward to **panel review**, 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. Emergency cases will be considered on a case by case basis through discussion with SCC Inclusion Officer for Pupils with Medical Needs.

