



City of  
Doncaster  
Council

## Joint Resource Panel (JRP) Briefing Update: New Protocol for Diabetes Cases

### Effective immediately

To streamline the process and ensure consistency in the handling of diabetes cases within the Joint Resource panel (JRP), the following changes have been implemented:

- **Preparation of briefing notes**
  - The briefing notes for diabetes cases must now be prepared by the school in collaboration with the diabetes nurse. Cases will not be accepted without prior involvement from the NHS Diabetic team.
  - Briefing notes that are not completed by the school will no longer be accepted.
- **Mandatory Attendance**
  - Diabetes cases will only be heard at the JRP if both the school representative and the diabetes nurse are present at the meeting, if one or both representatives are unable to attend the cases will be tabled for a future meeting.
- **Required Supporting Documents**
  - All briefing notes should include supporting documentation including the goals of diabetes management and a breakdown of costings.
  - This ensures a clear, goal-oriented approach to managing diabetes cases within the school context.
- **School's Responsibility**
  - The responsibility for submitting diabetes cases to the JRP now lies solely with the school and not with the SEND team.
  - These cases are to be seen as a school responsibility rather than specifically related to SEND needs.
- **Criteria for submission**
  - Briefing notes that do not meet the established criteria will not be accepted.
  - Any requests for equipment or additional health support must be backed by evidence from a statutory NHS provision such as occupational therapy, physiotherapy, or NHS therapy services.
- **Submission process**
  - Any request for additional health support must originate from the school itself and not from the SEND team.
  - JRP and SEND panel have agreed to accept each other's briefing notes to avoid duplication and ensure streamlined communication.
- **Health-Related Briefing Notes**
  - For any queried health-related cases, briefing notes should first be sent to Emma Price ([emma.price25@nhs.net](mailto:emma.price25@nhs.net)) for review before allocated to either JRP or SEND panel. Cases that have complete information provided including a statutory recommendation do not need to be forwarded to Emma Price in the first instance.

- It is advised that the SEND team does not fill in the Quality Assurance (QA) panel briefing notes if they believe the case pertains to health. Instead, the school should be asked to fill out the relevant documentation.

This updated process is aimed at ensuring clarity, responsibility and collaboration between schools and health professionals in managing diabetes cases. Schools are encouraged to review this protocol closely and ensure compliance to facilitate smooth processing of diabetes-related cases within the JRP.

For further inquiries or clarification, please contact the JRP inbox via [JointResourcePanel@doncaster.gov.uk](mailto:JointResourcePanel@doncaster.gov.uk)