

SCHOOL HEALTH & WELLBEING SERVICE REFERRAL FORM

1-Guidance: Completing Referral Form

Section 1 : This section requires personal details of child, so that the service can check the details within the child's records (EMIS), look at previous information held about the child and update if required.

Section 2: This section requires Parent/ Primary Carer personal details so that the service can ensure we hold accurate and up to date details which are on the Clinical Records (EMIS), and to hold current accurate contact details for parents to be able to arrange a meeting to undertake the School Management Plan or Health Needs Assessment.

Section 3: This section supports the service to understand the primary reason for referral and will assist the School Health and Wellbeing service in the triage process to assess the urgency of the referral.

Section 4 & 5 : This information will assist the service to ensure the Child's Clinical record (EMIS) are accurate and updated in respect to the child's health condition/s and enables the service to understand the medical profile and nursing care/input required by the child and which other services are supporting the child/ family.

Section 6: This information will assist the service to check that the child's clinical records (EMIS) are accurate and update and understand possible vulnerabilities and risk

Section 7: This information will support the service to identify who has made the referral from within the school and who will support further liaison and assist in organising a meeting to undertake an assessment/review and work with the service to keep updated contact information.

2-Definitions :

Health Needs Assessment

- Health assessment is undertaken using an extensive holistic approach to look at a child's physical, mental and emotional health and social wellbeing. In this context it is undertaken by a qualified Nurse who may also have additional specialist qualification (Specialist Community Public Health Nurse SCPHN)
- Requests for Health Assessment are mainly referred in by schools and social care however these can also be referred through self referral (secondary school age), parents or any health care professional to assess a child/young person's physical and emotional health and wellbeing where there are concerns.

School Management plan

- School Management plans are documents drawn up involving people who might be required to contribute to a child's care while at school. This could include the head teacher, the class teacher, care or support staff, other staff members who might need to provide medical or emergency care, you and your child. Other people from outside the school may also be involved, depending on the level of your child's needs, such as the GP, child's specialist or the school health service.
- **The plan is intended to set out what sort of support your child needs to participate in school life just like other children.** It's a written document that specifies what sort of help the school can provide for your child – for example, what medicines they can administer, and what to do in a medical emergency. Management plans should be kept confidential, but your child's school will need to share the information with anyone who might need to deal with an emergency involving your child (for example, midday supervisors who monitor the dining hall and playground at lunchtime). The headteacher should discuss who will need to see the plan with you (and your child, if they are old enough to understand).
- School Management Plans are not the same as education, health and care (EHCP) plans, which set out the support needed by children with special educational and disability needs (SEND), although some children may have both types of plan.
- SHWS, the parent and the child's school SENCO should agree how often the healthcare plan will be reviewed. This may be once a year, however it may need to happen more or less frequently if your child's condition is unstable/stable or their medication changes or not, for example. Parents retain the responsibility to inform the school of any changes in their child's condition or medication. They are responsible for providing the correct prescribed in date medications for their child's condition and ensure sufficient quantities are provided and replacements made in a timely fashion when supplies run out or are out of date.