

### PAEDIATRIC OCCUPATIONAL THERAPY SERVICE REFERRAL FORM

If you need advice when you are filling in this form, please telephone us on 0203 224 4769 and we will be happy to help. Please complete ALL SECTIONS of the form on BOTH sides. NB: failure to do so will delay referral process. Forms are to be completed by child's School, another Health Professional or GP. It is recommended that referrer completes this form with the parent/ carer to enable a true picture of the child / young person.

Name				DOB	
Address				Postcode	
				NHS number	
Telephone				Interpreter	Yes / No
Mobile				Language	
Ethnicity		Religion		Gender	
Name of parents or main carer/s				Consent given to referral?	
Reason for referral (this must be a daily living skill e.g. play, self-care, domestic task or a skill for school)					
Has a full CAF been completed?	Yes No	Is the child on Child Protection Register?	Yes No	Diagnosis	
Pre-School / Nursery / School address				School Telephone	
SENCO name			SENCO Email		
GP Name and address				GP Telephone	
Other relevant information: (e.g. cultural, social, home situation)					
Other Professionals involved:	Yes / No	Name & contact details (if known)			
Physiotherapist	<input type="checkbox"/>				
Speech & Language Therapist	<input type="checkbox"/>				
Psychologist	<input type="checkbox"/>				
Social Worker	<input type="checkbox"/>				
Health Visitor	<input type="checkbox"/>				
Others	<input type="checkbox"/>				

DESCRIPTION OF FUNCTIONAL PERFORMANCE (NB. Include strengths if relevant)			
<b>Play / Leisure</b>			
<i>What difficulties are experienced when engaging in play or leisure activities e.g. type of toys played with, toys avoided, what do they find difficult, socialisation in play, outdoor play, what help is needed, how does child spend free time?</i>			
<b>Self-care and Independence</b>			
<i>What difficulties are encountered when engaging in self-care activities e.g. skill problems in bathing, dressing, toileting, eating, hygiene or achieving independence in daily routines?</i>			
<b>Learning and School Life</b>			
<i>What difficulties are encountered at nursery or school e.g. functioning at age appropriate/class level, accessing the environment, handling/using class materials, tools or equipment, working independently; joining in with sports and P.E; managing daily self-care routines?</i>			
<i>Please provide, if known, current level child is working at in:</i>			
Literacy:		Numeracy:	Science:
Other:			
Other comments:			
<b>Referrers details</b>			
<b>Name</b>			<b>Designation</b>
<b>Referrer's address</b>			<b>Referrer's telephone</b>
<b>Signed</b>			<b>Date of referral</b>
<b>Relationship to child</b>			

Please return it to: **Children's OT Service**, Tynemouth Road Health Centre, Tynemouth Road, London N15 4RH Telephone: 0203 224 4769

Or by Email: [whh-tr.CDCReferrals@nhs.net](mailto:whh-tr.CDCReferrals@nhs.net)

*In line with clinical governance, please ensure that referrals sent by email are password protected, and the recipient is advised of the password.*

THRESHOLDS AND REFERRAL GUIDANCE DOCUMENT

### Children's Occupational Therapy Service

The children's occupational therapy service works with children and young people who are experiencing functional difficulties with their everyday tasks due to physical/ neurological disability, co-ordination difficulties, sensory difficulties, learning difficulties or developmental delay.

The service provides a range of universal training sessions aimed at parents and school to support children with additional needs to acquire functional skills. Depending on your child's needs you may be offered a training session or an assessment. Following this, you may then be offered advice or a series of treatment sessions and advice to work towards an agreed goal/ outcome. Generally, children are discharged at the end of an intervention and can be re-referred after a consolidation period of 3 months or sooner if there is a safety concern.

#### Team Referral Criteria:

- The young person must be between 0-18
- Have a GP in Haringey or attend a school under the Haringey LA. If they attend a school out of borough require input in school, please refer them to the OT service in that borough.
- Referrals accepted from any health or educational professional.
- Young person must experience functional difficulties **with more than one** everyday task ( eg in self-care, school activities, play activities, see prompts below)
- We do not accept referrals for difficulties with handwriting/ scissor skills where there are no other functional concern as we would expect the school to be able to provide this intervention.
- We do not accept referrals that just say 'fine motor difficulties', 'sensory processing difficulties' or 'Developmental Co-ordination Disorder/ Dyspraxia diagnosis'. This referrals will be returned to the referrer. Please specify how these difficulties impact on a young person's ability to perform everyday activities (i.e. functional concerns).
- We do not accept referrals where the sole purpose is behavioural management.

#### 1) **Play / Leisure**

Activities affected will be the child's ability to participate in play and leisure activities including:

- Can the child access and participate in a range of play and leisure activities such as pretend play, playing with toys age appropriately, large movement play activities such as riding a bike, accessing playground equipment and ball games.
- Accessing community play and leisure resources and activities.

#### 2) **Self-care and independence**

Activities affected will include:

- Eating and drinking; dressing; grooming; washing and bathing and toileting.
- Mobility issues accessing the environment e.g. getting up stairs, in/out of the bath; on/off the toilet and other furniture.
- For older children, also consider age appropriate independence skills, such as get self a drink, prepare a snack, pack a bag for school, carry out household chores and so forth.

#### 3) **School Life**

Activities affected will include:

- Accessing and negotiating the school environment: e.g. mobility around school, access to all areas/activities of classroom, using bathroom and dining hall facilities.
- Managing class routines and self-care activities: changing for P.E. coping with lunchtimes and toileting, managing routine responsibilities such as hanging up a coat, tidying up, giving out pencils.
- Handling and using school tools, equipment and materials: issues in lessons such as design technology/art/craft or with using scissors, handwriting, accessing ICT.
- Work independently: initiate and carry through an activity maintaining their attention, problem solving, organising themselves and materials for the task.