

M E M O R A N D U M

To: Headteachers of schools
SENCO'S
Social Services Departments

cc: School Nursing Teams

From: Ginny Garnett

Date: 21st November 2002

Ref: GG/lm/211106

Subject: Referral Forms

The school nursing service across NCPT is currently conducting a Health Needs Assessment in order to identify and prioritise service needs and development.

From now on, all referrals into the service must be in writing, stating the reason or referral.

Essential information which must be included on the referral form is: child's name, parent's name if different, date of birth, address and telephone number, GP's name, and school attended. It is also necessary to clearly indicate whether the parents/carers are aware of, and consent to the referral.

Please contact the local school nursing team if you need any further clarification on this.

We very much appreciate your cooperation in this.

Many thanks

Ginny Garnett
Team Leader School Nursing