

Ref: ME/mas

07 April 2004

Dear Head Teacher

Re: Referrals to Paediatric Occupational Therapy – NPCT

We would like to draw your attention to a recent review of our referral process, which we have tried to standardise across our teams for the purpose of simplification. I have enclosed a flow chart for your information.

I would like to point out in particular that schools, teachers and educational psychologists cannot refer directly unless the child was previously known to Occupational Therapy. The reason we require a GP/School doctor referral is to eliminate deteriorating, neurological or other medical conditions that may present as clumsiness, poor co-ordination, poor attention and other specific difficulties. Please could I ask you to cascade this information to your team and schools.

If you have any queries regarding the enclosed, please do not hesitate to contact me on the above number.

Yours sincerely

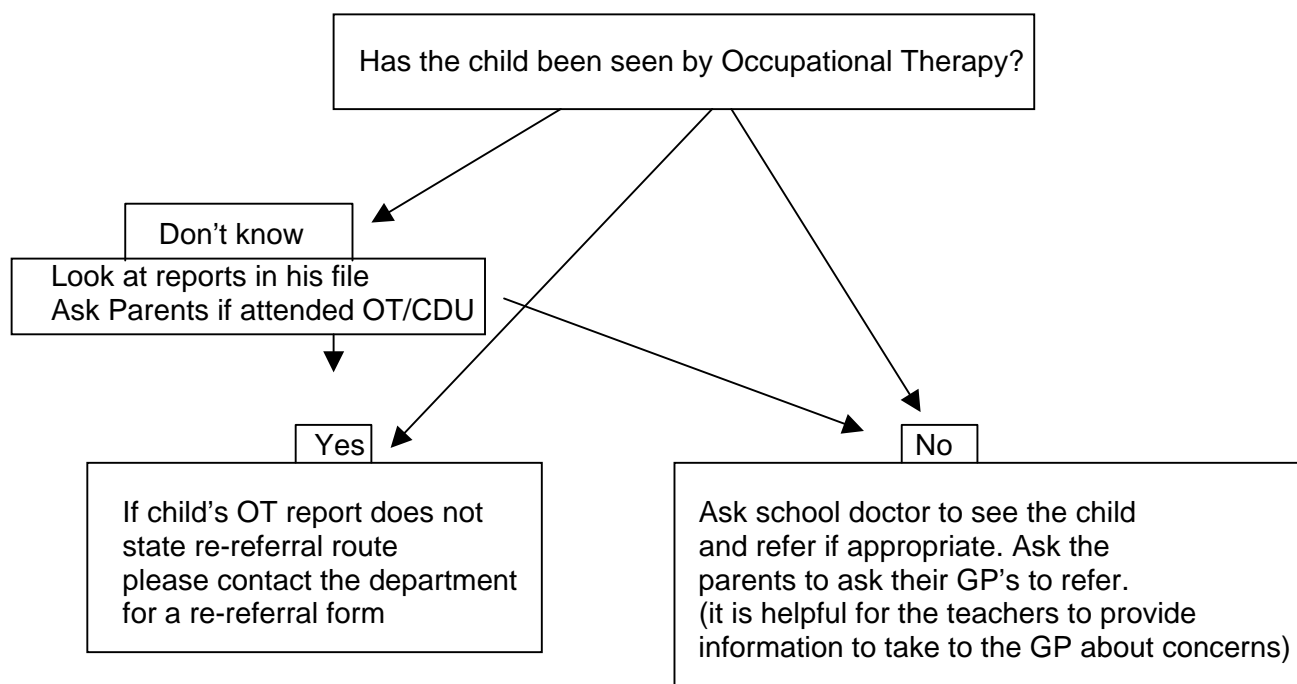
Melanie Elliott
Head Occupational Therapist

Cc Occupational Therapy file

Enc.

How to refer a child to Occupational Therapy

NB Schools or teachers (except special schools) cannot refer directly unless
Child has been seen by OT in the past.



Points to remember when thinking about referring a child

- Occupational Therapy has waiting lists
- Children are prioritised as they are referred
- Health's priorities are different to education
e.g. health and safety issues
under 5's
prevention of deformity

PTO: For what happens when a referral is received by the Occupational Therapy Department at

40 Upton Road, Norwich

Flowchart

