



INFORMATION

Referral Criteria for Trafford Children's Occupational Therapy

Referrals for Sensory Assessment

To meet the threshold for a referral a child must meet the following criteria:

- The child must present with having difficulties in two or more sensory areas
- Be aged 5-18 and in education
- The child must have two or more of the following: Trafford School, Trafford Residence, Trafford GP
- Sensory difficulties that impact upon the child's function and ability to participate in daily activities

The referral must include evidence of the following prior to being accepted:

- Parental consent gained prior to referral being made (signed on referral form).
- Evidence that pre-advice (strategies/interventions) have been followed in school for a full term/12 weeks. Relevant evidence record sheets and referral documentation are attached at end of this pack.

Referrals Criteria for Trafford Children's Occupational Therapy

Children and young people will be accepted to the service if they are:

- Aged 0 – 18 (or 19 if in special school)
- Registered with a Trafford GP
- A Trafford resident (only for home equipment and adaptations referrals)

Have one of the following

- A specific functional difficulty which is significantly limiting their ability to engage in occupations that may include self-care activities; play / leisure activities; participation in education and where their level of performance is not in line with their cognitive ability
- A newly acquired/ condition; being discharged from hospital with acute need or specialised ongoing functional needs

All relevant referral and advice documentation can be found in the documents list at the bottom of the Trafford Children's Therapy – Occupational Therapy webpage along with the departments direct contact details.

Pre-school children - Referrals for Motor Coordination Assessment:

This referral can only be made by a medical professional (doctor / physiotherapist / health visitor / nurse / speech therapist etc.). Please complete the team **referral form**, ask parents to complete the **pre-school parent questionnaire** and send both the forms to the department address. Please note that the referral will not be progressed to appointment unless the parent questionnaire is received within 4 weeks of medical appointment.

School Age Children (Reception onwards) - Referrals for Handwriting / Motor Coordination Assessment – In conjunction with School & School Nurse

New Referrals

1. Prior to referral for handwriting difficulties /fine motor or gross motor coordination difficulties complete the Motor Skills Checklist which will highlight the areas of difficulty. Implement strategies from the **Motor Skills Pre-referral Advice** and /or from implementing specific task orientated activities from our advice sheets website for a minimum of 12 weeks prior to referral. Please use the Motor skills Progress Record Form to document the strategies tried.
2. Following your 12 week trial of the activities if the child shows improvement, continue with the strategies until the child meets the functional level expected.
3. Following your 12 week trial of the activities if the child has not made any progress, please give the completed the; **Checklist, Motor skills Progress Record form, Teacher Questionnaire** (primary or secondary) and the **Parent Questionnaire** (primary or secondary) to the school nurse who can make a referral to our team by completing the **Referral Form** enclosing all the paperwork.

Please note: All forms need to be submitted, incomplete referrals will not be accepted. Please note that the child's difficulties must be significant and persistently interfere with functional activities that have not improved with practice.

Review handwriting / motor coordination assessments:

If the child has been seen by our service in the past for these difficulties parents / guardians can self- refer via telephone on 0161 912 4495. Review handwriting / motor coordination assessment appointments will only be offered if the therapist identifies a new functional concern / change in circumstances has been identified e.g. transition from primary to secondary school.

Referrals for Minor and Major Home Adaptation Assessment:

Parents and professionals can call the Equipment and Adaptations Advice Line (EAAL) on 08452990798 to make an initial self-referral for minor / major adaptation assessment. The line is open Monday to Friday 09.00-12.00 and Monday and Friday only 13.00-16.00.

Referrals for Home Equipment Assessment:

This referral can be made by any professional directly working with the child. Please complete Trafford Children's Therapy Services **referral form** and send to the department address.

Referrals for Seating Assessment in School / Early Years Settings:

If the child / young person who is being referred for a seating assessment is independently mobile without any complex physical/neurological condition the referrer will need to demonstrate evidence that the school/early years setting has implemented strategies in the **Seating : Pre-referral Advice for Schools and Early Years Settings** prior to the referral being accepted. If no improvement is noted after following the advice, please ask the school nurse to complete and send the **Referral Form** to our team. Please give details in the referral form which strategies have been tried and why they did not work.

Referrals for Toileting Assessment in School / Early Years Settings:

If the child / young person who is being referred for a toileting assessment is independently mobile without any complex physical/neurological conditions the referral will need to demonstrate evidence that the school/ early years setting has implemented strategies in the **Toileting Strategies: Pre-referral Advice for Schools and Early Years Settings** prior to the referral being accepted. If no improvement is noted after following the advice, please ask the school nurse to complete and send the **Referral Form** to our team. Please give details in the referral form which strategies have been tried and why they did not work.

All forms as stated above must be included in the referral for it to be processed, incomplete referrals will be returned. Please contact the department if you have any further questions you would like to discuss.