

School Age Therapy Program Referral Process

Teacher discusses OT/PT related concerns with Learning Support Teacher (LST). Concerns may be raised by parents, professionals and members of the school based teams.

LST discusses student with the therapist.
(May occur during school based team meetings **or by telephone.**)

Therapist confirms there is a functional referral question with LST.
(Child is eligible.)

NO

YES

When a referral is not best served by the School Program, the Therapist provides alternate recommendations where possible.

- **In person discussion: Therapist initials referral form.**
- **Telephone or virtual discussion: IST records therapist name and date on referral form.**

Ensure the referral question is filled in on the referral form once the therapist gives the verbal OK for the referral

The school provides School District Referral Form and the "School Therapy Program OT/PT Service" Letter to the parent/legal guardian and obtains the parent/guardian signature.

***Therapist provides copies of the School Therapy Program OT/PT Service letter with business cards to the school contact.**

The school faxes the referral form with parent signature to Island Health – Child, Youth & Family Rehabilitation Services Intake Office (250 519-6918)

Intake/School Age Program Support processes the Referral and provides completed paperwork to the school therapist.