



REF: EFIA/PLCY -024/2022-24

Issue Date: 05/04/2023

PURPOSE

To standardize patient referrals and transfers from the school clinic to another health care facility.

POLICY STATEMENT

Prompt and appropriate levels of health care will be assured to all patients/students needing referral.

Patients/students seen at the school clinic must be stabilized before a transfer/referral is made.

Indication for transfer/referral of the patient/student is based on the need for specialized care not available in the school clinic.

SCOPE

This policy applies to the Theodore Monod school clinic.

TARGET AUDIENCE

All school clinic management and health care staff.

RESPONSIBILITY

Health care providers to comply with the policy and HAAD will audit and monitor for compliance.

PROCEDURE

- All effort must be made to administer timely and proper initial management especially for urgent cases.
- Avoid referral delay.
- Complete the accident form: name, date and circumstances of the accidents, name of the person supervising the patient/student, signatures, etc. Keep a copy in the patient/student medical record.
- Inform next of kin regarding the referral/transfer in case of an emergency accident, and obtain consent prior to any arrangement made. (An authorization form must be signed in advance regarding the facility the child will be sent to by the ambulance).
- In case of a non-emergency accident, the patient/student will be transferred to the hospital by next of kin, administration and health care staff will be informed.
- Identify the facility to which the patient/student is to be sent.





DEFINITION AND ABBREVIATIONS

Referral	Transfer of responsibilities of specified aspects of patient care from one health care facility to another.
Referring facility	Health facility sending the referral (school clinic).
Receiving facility	Health facility accepting the referral.
Emergency	Immediate referral is required to facilitate the treatment of a patient/student whose condition is critical or potentially life threatening.
Non-emergency	Medical condition is not urgent in character but need referral.
Health care facility center	Health facility which is the patient's first contact in any episode of illness. The nature of its resources limits its services to the management of simple uncomplicated conditions not requiring sophisticated facilities.

CROSS REFERENCES.

HAAD Patient Referral Policy, Version II, Reference Number PPR/HCP/P0029/08. February 2008.

