



## ❖ PURPOSE:

To standardize student referral and transfer of sick students or Staff and emergency cases based on the assessment in line with school management to the following nearby clinics:

Government Hospital/ Nearest Hospital

Or according to the parent's decision

Or to call 999

## ❖ POLICY STATEMENT:

- Staff and students who are sick of school need to be transferred based on the emergency assessment.
- The students and staff who are unstable need to be stabilized before transfer.
- Indications for the transfer are based on the emergency medical needs and patient preferences.
- Patient safety must be ensured during travel by the referring facility.
- The patient should be accompanied by an appropriately completed referral form.
- For non-emergency cases the referral can be done based on the patient's preference.
- Prompt and appropriate levels of health care will be assured to all students who need to be referred. Students seen at the school clinic must be stabilized before a transfer/ Referral is made.
- Indications for referral or transfer to another facility are based on the following:
  - Student's need for specialized care not available in the school clinic.
  - Ineligibility for treatment in the school clinic.
  - Preference of the parent/ student guardian.
- Student /staff should be accompanied by an appropriately completed referral form with proper documentation and the referral form must be signed by the referring Physician, or the school nurse for all trauma case referrals/transfers the referral Forms must be completed, signed, and sent with the student. The school clinic should document the emergency transfer documents in the transfer notes and the name of the receiving facility.
- The receiving facility shall send a complete feedback form/ report to the school clinic after student consultation so that the school nurse is informed of the student's medical condition and if necessary can provide follow-up care accordingly.





- In emergencies, the school nurse will act diligently to safeguard the welfare of the student. An emergency supersedes all restrictions for delivering care and provides for student stabilization regardless of expense or resource consumption, to obtain the best possible medical outcome for the condition.
- The school nurse knows that substantive violation of this policy regulation that places a student at risk or produces an adverse student outcome will result in disciplinary action, penalty, and or sanction.

## ❖ SCOPE AND TARGET AUDIENCE:

- The policy applies to the school clinic staff and administrative staff.

## ❖ DEFINITIONS:

- Referral: Transfer of responsibilities of patient care from one health facility to another
- Referring Facility: The health facility sending the referral
- Receiving Facility: Health facility accepting the referral
- Emergency cases: Immediate referral is required to facilitate the treatment of a patient whose condition is critical
- Non-Emergency cases: Medical condition that is not urgent but needs a referral

## ❖ PROCEDURES:

- General Principles:
  - All efforts made to administer timely and proper initial management, especially for urgent cases.
  - Stabilize the medical condition of the student first before acting.
  - If the student is unstable needs to be transferred immediately. After calling parents the nurse monitors the student's condition.
  - School nurse avoids referral delays.
  - The referring nurse will hold responsibility for the decision of transfer.
  - School nurse practices best judgment in deciding when and where to refer.
  - After the school nurse decides the need to refer the student/ parents should be and decide if they want to take their child and appointment with the receiving facility.
  - Parents/guardians should be informed to bring their health insurance card and to be committed to costs for the receiving facility.





- Send a properly filled referral form with the student to his parents including student assessment, student status, student clinical information/procedures, and other reports as well as the reason for transfer and any other relevant documents.
- The referral form is signed by the referring nurse.
- Emergency cases should be transferred using civil defense number 999.
- In non-emergency referrals, the school nurse responds accordingly to the referral within a reasonable time frame or as requested depending on the nature of the referral (early and routine).
- The receiving facility should provide referral feedback for the continuity of care for students referred back from the school clinic.
- The school nurse encourages the student and family to continue his/ her consultation and medication care at the referring facility.
- In Emergency Referrals the responsibility of the School Nurse:
  - Inform the student or next of kin regarding the referral.
  - Identify the facility to which the student is to be sent. Ensure parents/guardians bring the insurance card of the student.
  - Depending on the student's medical condition, ambulance services are accessed.
  - In case of emergency, do not delay the transfer but notify the Paramedics on duty of the transfer as a condition of the student.
  - The school nurse does not leave the school to transfer, a designated staff accompanies the student.
  - The nurse completes the form and attaches any needed documents.
  - The nurse writes referral notes in the medical record of the student and determines the level escort and if any special equipment is used or any actions done and to follow up.

## ❖ REFERENCES:

- DOH Patient Referral Policy, Reference Number: PPR/HCP/P0029/08
- Ambulatory Health Services, Health Operations AHS - HO-G-012

