



REF: EFIA/PLCY -024/2024-26

Issue Date: 15/04/2025

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





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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.

