

School Nurse Service Referral Guidance for Professionals

E-referrals: bht.schoolhealth-referrals@nhs.net

Postal referrals: CYP Admin Hub, School Nursing, Haleacre Unit, Amersham Hospital, Whielden Street, Amersham, Bucks. HP7 0JD

PASSWORD PROTECT ATTACHMENTS/REFERRALS



FREE Text advice and support from the BHT School Nursing Team:

ParentCarerChat 5-19: For parents and carers: 07312 263175

Health for Teens Chat: For teens 07312 263295

There is a range of health advice on

Health for Kids <https://www.healthforkids.co.uk/buckinghamshire/>

Health for Teens <https://www.healthforteens.co.uk/>

1. The BHT School Nursing Offer

Triage and Allocation

- Referrals are reviewed by Specialist Community Public Health Nurses using:
 - Information from electronic health records
 - Details provided in the referral form
 - Completed pre-appointment questionnaire and charts
- If accepted, the referral is allocated for assessment at the “Getting Help” level.
- It may take several weeks for a member of the team to be allocated the referral.

Intervention

- If a child requires counselling or trauma support, they will be signposted to a more appropriate service.
- For children aged 5–7, there is an increased focus on working with the parent/carer rather than 1:1 with the child.
- Each accepted referral will be offered either 1:1 support to the child, solely parental advice or a combined approach with child, school and parent/carer.
- 1:1 support is generally 6 sessions, but it can be less depending on the level of need.

Alignment

- The School Nursing team aligns interventions with the [i-Thrive model](#) adopted across Buckinghamshire.

- They contributed to the development of the [School's Self-Audit Tool](#).

Referral Guidance

- Contact the team before making a referral if you have queries.
- Referrals may take a few weeks to be allocated.
- Referrals are reviewed weekly for level of need—please advise of any changes.

Sleep and Toileting Support:

- Parents/carers must complete charts and a questionnaire before a referral is accepted – see box 3
- If forms are not completed, no appointment will be offered, and the matter will be assumed resolved.
- Parents/Carers/Referrers will be sent a reminder to complete the forms
- Referrers will be advised if there is non-engagement at discharge

Emotional Well-being

- Schools with an MHST worker should discuss referrals with them first.
- MHST use a cognitive behavioural therapy and neuro-affirmative approach, suitable for some children with SEND.
- The SN offer typically involves 6 sessions of early intervention and support.
- Sessions focus on:
 - Empowering the child or family
 - Building resilience skills and techniques
- Some children/families may decline the specialist care provided by CAMH's, but School Nursing is not an alternative service.

2. Health Inequalities and vulnerabilities

In order for the nurses to triage referrals appropriately we need as much detail as possible about any vulnerabilities/family complexities. These must be included on the referral form and not in the body of the covering emails. Referrals may not be reviewed by a nurse immediately.

Please be clear on the referral form about language or literacy issues, living in temporary housing, open to social care / family support hub or medical conditions. It is essential that referrals follow their own safeguarding policies if they are concerned about the welfare of a child.

3. Safeguarding, consent and data protection

Consent must be obtained from the parent/carer, or from the young person themselves if they are aged 13 or over and assessed as Gillick competent, and the child or young person should be aware of the reason for the referral wherever appropriate. All personal information is handled in line with NHS confidentiality standards and UK GDPR, and is used only for the purpose of providing safe and effective care. Information may be shared with other professionals on a need-to-know basis to support assessment, triage and intervention. If there are safeguarding concerns, information may be shared without consent in line with statutory safeguarding duties to protect the child or young person from harm.


4. Acceptance Criteria

Criterion	Details
Minimum Age	4 years 6 months – some referrals will be passed to the Health Visiting Team for children up to the age of 7 on a case by case basis.
School Type	State-maintained school in Buckinghamshire. Registered with the Electively Home-Educated Team under Buckinghamshire Council
Self-help Strategy Evidence	Must have tried some of the recommended strategies with limited positive outcome. E.g. completed the diaries/charts or implemented some strategies from other learning
Parenting programme / support	Parents/carers are advised to access parenting support if the referral is around behaviour and boundaries. if one is found to be suitable. Free courses, programmes, and resources for parents Family Information Service
Pre-appointment questionnaire and charts/diaries	For sleep and toileting related referrals the recommended charts, diaries and pre-referral questionnaire must be completed.
Exclusive Referral	No simultaneous referrals to other specialist services for the same reason e.g Anxiety – referrals made to CAMHS / counselling / ELSA.

5. Pre-Referral Advice and Support

Bereavement	Please refer to specialist services directly . Child Bereavement UK via this link.
Children in Key Stage 1 (ages 5-7)	We will not accept new referrals for 1:1 work solely for children with anxiety or behavioural difficulties. We will initially work with the parent/carers and the child's school to assess need and determine the appropriate plan.
Children with Additional Needs	In the first instance these resources may be helpful. Please detail in the referral clearly why School Nursing is required and not another health team. <ul style="list-style-type: none"> • Autism Early Support Portal. • Bucks SENDIAS service Buckinghamshire Council • Therapy - Buckinghamshire Healthcare NHS Trust - CYP Website
Counselling for Young People	<ul style="list-style-type: none"> • Aylesbury area 13-25 year olds - https://www.youthconcern.org.uk/ • High Wycombe area 11+ year olds - https://yeswycombe.org/ • Bucks Young Mind - https://www.bucksmind.org.uk/services/children-young-people-services/

<p>Day time toileting</p> 	<p>We have increased the amount of self-help information for parents and schools. Parents/Carers can now text ParentCarerChat for advice in the first instance. If a referral is required, then we request that diaries and charts are completed and returned by the parent/carer to bht.schoolhealth-referrals@nhs.net .</p> <p>We acknowledge that some parents may struggle with this, so please ensure that the referral form is completed with as much detail as possible so we can prioritise some families. If we do not receive the relevant charts and diaries, we assume that support is no longer required and the referral will be discharged with no action taken.</p> <p>These can also be found at – https://www.healthforkids.co.uk/buckinghamshire/supporting-children-5-19-with-promoting-healthy-bladder-and-bowels/ with an additional link for advice for Schools.</p>
<p>Domestic Abuse / Sexual Abuse</p>	<p>Please refer directly to specialist services SAFE Project via this link.</p>
<p>Drugs and Alcohol</p>	<p>Please refer to specialist services directly via this link to Change Grow Live -Bucks https://www.changegrowlive.org/young-people if you are concerned about a young person using or affected by someone else's substance use. U12's require parental consent.</p>
<p>Emotional Well-being</p>	<p>It is important to not overwhelm a child/family with advice and support. The school nursing service offers brief low-level interventions for a time limited period. We are unable to accept referrals that require more specialist longer term interventions, such as counselling or post trauma support. If the child is already receiving support from CAMHS or waiting for CAMHS, escalate queries to the CAMHS Single Point of Access or the MHST worker linked to the school. School Nursing is not an alternative to CAMHS, it is another part of the broad mental health offer in Bucks.</p> <p>CAMHS: Child and Adolescent Mental Health Service https://oxfordhealth.nhs.uk/camhs/bucks/ MHST: (Mental Health Support Team) https://oxfordhealth.nhs.uk/camhs/bucks/mhst/</p>
<p>Healthy Lifestyles</p>	<p>Please review this specialist services Healthy Lifestyle Support for Families in Buckinghamshire Be Healthy Bucks before considering a referral to School Nursing.</p>
<p>Healthy Relationships</p>	<p>Please review this specialist services Sexual Health & Wellbeing - Brook before referring to School Nursing.</p>

<p>Long term medical conditions</p>	<p>For children who require support with long term medical conditions, please provide some details of their diagnosis, healthcare professionals involved and any attendance issues. – our role may just be linking agencies and not 1:1 education, this will be a specialist nurse external to school nursing.</p>
<p>Parental Separation and Conflict</p>	<p>Specialist services - for conflict seek support from Gingerbread Home Gingerbread (for parents) or Cafcass www.cafcass.gov.uk/. If the nature of the conflict is linked to domestic abuse. Please refer to SAFE Project.</p>
<p>Parenting Courses / Support</p>	<p>Bucks Family Hub Network provide a range of parenting support – this will empower you to address the needs of your children and compliment the intervention which may be offered by School Nursing or other agencies. In most cases we will suggest a course or require evidence of undertaking self-help strategies before accepting a referral. This will be beneficial while the child/family are waiting to be allocated. Free courses, programmes, and resources for parents Family Information Service</p>
<p>Sleep</p> 	<p>We have increased the amount of self-help information for parents and schools. Parents/Carers can now text ParentCarerChat for advice in the first instance. If a referral is required, then we request that diaries and charts are completed and returned by the parent/carer to bht.schoolhealth-referrals@nhs.net .</p> <p>We acknowledge that some parents may struggle with this, so please ensure that the referral form is completed with as much detail as possible so we can prioritise some families. If we do not receive the relevant charts and diaries, we assume that support is no longer required and the referral will be discharged with no action taken.</p> <p>These can also be found at – Supporting Children (Ages 5–19) with Sleep Challenges - Buckinghamshire: Parents Health for Kids</p>
<p>Young Carers Bucks</p>	<p>A young carer is someone aged 5 – 16 years old who cares for a family member due to disability, illness, long-term condition, poor mental health and/or addiction. https://carersbucks.org/professionals/professionals-supporting-young-carers/criteria-and-referrals/</p>