**Requesting Advice from the Children & Young Peoples**



**Occupational Therapy Service**

School and ELC staff who have concerns around a child’s functional skills, may seek advice and assistance from an Occupational Therapist. This discussion may result in any of the following outcomes: Reassurance, Advice & Strategies, Signposting to an alternative service or individualised Occupational Therapy Input.

Please follow the process detailed below;

**Continued overleaf**

**Continued overleaf**

Discussion has highlighted that OT is not the appropriate service.

OT provides advice and strategies for use by school and/or parents/carers or signpost to an alternative service.

It is suggested that the discussion is between the Occupational Therapist & class teacher who likely has the more detailed knowledge of the child/ young person.

Contact our Enquiry line: 01896 826033 or send an email to [Paediatric.OTEnquiries@borders.scot.nhs.uk](mailto:Paediatric.OTEnquiries@borders.scot.nhs.uk), to request discussion with an Occupational Therapist. Please ensure you leave your name and contact details. You will be contacted within 5 working days to arrange a consultation via MS teams or telephone.

If no impact has been noted from the use of strategies, obtain consent from parent or carer for the discussion to take place.

On the identification of functional concerns about a child or young person, please first explore and trial advice and strategies from our universal resources, Ensuring on going communications with parents/ carers.

**Webpage**: [http://](http://www.nhsborders.scot.nhs.uk/patients-and-visitors/our-services/children-young-peoples-services-directory/children-young-peoples-occupational-therapy)www.nhsborders.scot.nhs.uk/cypot

**Facebook:** <https://www.facebook.com/CYPOTNHSBorders/>

In preparation for the initial discussion, please consider the areas outlined on the attached proforma as part of your information gathering. A questionnaire no longer requires to be completed at this stage but will be required at initial appt.

OT individualised assessment.

School will be sent a questionnaire to complete at the point that the child/ young person is offered an initial appointment.

To action request to Occupational Therapy, fully complete the Request for Assistance form in black ink, ensure it is signed by parent or carer and send it to: -

**Children & Young People’s Occupational Therapy Service**

**AHP Admin Office**

**Ground Floor – Pink Zone**

**Borders General Hospital**

**Melrose**

**TD6 9BS**

Or email, as per your Information Governance Guidance to

[Paediatric.OTEnquiries@borders.scot.nhs.uk](mailto:Paediatric.OTEnquiries@borders.scot.nhs.uk)

NB: - any request without evidence of an initial discussion with an Occupational therapist or parent/carer signature will be returned.

Requests will be acknowledged, prioritised appropriately and placed on the waiting list. An acknowledgement letter will be sent to the child’s parent/carer with a copy to the requester.

The OT will complete a summary of recommendations and share these with school. It would be advisable for school to consider sharing with parents/ carers.