



Referral criteria and patient transfer

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1. Referrals

- 1.1. For students who require further medical interventions, the School Nurse / School Doctor will provide a referral notification document to the parent.
- 1.2. A referral, in the most basic sense, is a recommendation from the school doctor or school nurse to see a doctor, clinic or specialist for health care service.
- 1.3. Broadly speaking, students seek 'referrals' to resources that can help them meet their health and needs.
- 1.4. Referral can be made in the following cases:
 - abnormal findings during medical examination
 - emergency
 - contagious diseases
 - fever
 - sever earache
 - sever toothache
 - any cases of accidental and injuries with need further investigation.
 - Students often present themselves with the same complaints for several days.

2. Referral Process

- 2.1. Non-emergency cases:

After assessment by the doctor/nurse, if the student is not fit enough to remain in school, then:

 - i) Parents/Guardians will be informed via telephone or e-mail and asked to collect their child from the clinic
 - ii) An e-mail will be sent to the teacher in charged to inform her/his that the student will be going home
 - iii) An e-mail will be sent to the reception stating the student name and class as well as the person who will pick up the student
 - iv) Parent/Guardian who will pick up the student, will sign the Send Home logbook in the clinic and the early departure book in the reception.
- 2.2. Accidents/Emergencies (Minor/Major):

After assessment by the doctor/nurse, if the injury incurred by the student needs further hospital/clinic evaluation and management, then:



- i. Parents/Guardians will be contacted by the nurse/doctor immediately and will be advised to collect student as soon as possible
 - ii. A referral note will be given to the parents/guardians to be presented to their clinic/hospital of choice
 - iii. E-mail will be sent to the teacher in charge and in the reception to inform them that the student will be going home
 - iv. Parents/Guardians who will pick up the student will sign the Send Home logbook in the clinic and early departure book in the reception
 - v. An incident report will be filed
 - vi. If the parent/guardian will request an ambulance, then the nurse will call 999 or 998.
 - vii. Security personnel and the reception will be notified that an ambulance will be coming to pick a student
- 2.3. Life threatening Accidents/Emergencies (Serious)
After assessment by the doctor/nurse, then:
- i. Nurse will immediately call 998 and she will give the details regarding the accident
 - ii. Parents will be immediately notified regarding the details of the injury, the course of action taken and the hospital/clinic where the student will be brought
 - iii. Student will be transported immediately to the hospital where the school has an affiliation
 - iv. School nurse or other available school personnel will accompany the student to the hospital and wait for the parents/guardians to arrive
 - v. An incident report will be filed.

Attachment: Referral Forms (Parents, Clinic/Hospital)

Empfehlungsformular / Referral Form

Sehr geehrte Eltern / Dear Parents,
Wir informieren Sie hiermit über das folgende Ergebnis der schulmedizinischen Untersuchung/
We hereby inform you about the following result of the school medical examination:

Name d. Schülers/Student Name:	
Geburtsdatum / Date of Birth:	
Klasse / Grade:	
Datum der Untersuchung / Date of Medical Examination:	

Auffällige Befunde/ Noticable Findings:

Head	Kopf	
Vision/ Eye	Sehstärke/ Augen	
Ears	Ohren	
Chest	Oberkörper	
Heart	Herz	
Respiratory System	Atemwege	
Musculo Skeletal system	Bewegungs- apperat	
Skin	Haut	
Abdomen	Abdomen	

Gastrointestinal	Magen Darm	
Height	Körpergröße	
BMI	Body-mass- index	

Anmerkungen / Comments:

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Zaineb Keli
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Medical Director)



Referral for Private Clinic or Private / Governmental Hospital

Student Name:	
Date of Birth:	
Grade:	
Date & Time of Medical Examination:	

Noticable Findings:

1. Emergency	
2. Contagious Diseases	
3. Fever	
4. Severe Earache	
5. Severe toothache	
6. Accidents	
7. Injuries	
8. Same complaints for several days.	

Comments:

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Referral for Private Clinic or Private / Governmental Hospital