The Primary School Nursing Program accepts referrals for children in grades 1 – 6, children attending English Language Centre Schools and primary school-aged children who have recently arrived in Australia from overseas.

If you or your child’s teacher has concerns about your child’s health or development, your child can be referred to the school nurse at any time using this referral form.

**Direct health assessment services provided under the Primary School Nursing Program may include:**

- Vision screening
- Hearing screening
- Mouth check
- General developmental assessments

*A health assessment under the Primary School Nursing Program is not intended to replace your normal source of health care.*

**If you agree to have your child’s health assessed by a school nurse, please:**

- read the *Information privacy statement* (Section B)
- sign the Parent Consent (Section C)
- complete Your Child’s Personal Details (Section D)
- return this completed form to the school in the supplied envelope.

### Section A

To be completed by the TEACHER prior to sending the Referral Form to the Parent/Guardian

Please note that it is essential that you discuss this referral with the child’s parent/guardian before providing the referral form to them.

Have you discussed the reason for referral with the child’s parent/guardian?  

| Yes | No |

**To be completed by the TEACHER**

**Reason for referral**

I would like to refer your child for a direct health assessment:

Child’s name ____________________________ Year Level ________ Room No. ________

*Reason for Referral*

Comments regarding:

- Academic Progress ____________________________
- Social Development ____________________________

Has this child been referred to any other agency or health professional?  

| Yes | No |

If Yes, please specify ____________________________

Teacher’s Name (Please Print) __________________________________________ Date ___ / ___ / ___
**Information about Privacy**

The Department of Education and Training and your school are committed to protecting the personal and health information you provide us about you and your child.

1. **What information will I be asked about in the referral form?**
   The information you are asked about includes:
   - your child’s health history
   - any concerns you may have about your child’s health, wellbeing and development

2. **What is this information used for?**
   This information is used to:
   - identify your child’s health needs
   - determine the need for further health assessment of your child with your consent. Where clinically indicated, this may include screening of your child’s vision, hearing, a mouth check and general development assessments
   - give you advice based on these needs
   - with your permission, share information with relevant staff of the school and the Department of Education and Training to provide your child with appropriate support e.g. your child’s teacher, principal or student support officer
   - manage, plan, improve and evaluate the delivery of school health services.

3. **Why should I give this information?**
   This information is important in providing support for your child. It helps:
   - the school nurse to understand any concerns you may have about your child’s health in order to undertake a health assessment of your child
   - the school nurse to offer advice and information about your child’s health and referral to other services if needed
   - the school to understand how your child’s health may impact his or her learning.

4. **Do I have to provide this information?**
   No, you are not required to provide this information, however, the information you provide will assist the school nurse to support you and your child. If you choose not to provide this information, it is helpful to us if you can explain why.

If you do not provide some or all of this information, the school nurse may be unable to properly assess your child’s health needs or offer the services set out above, including providing targeted information about your child’s health or referral to other services if needed.

Also you may provide or be asked to provide further information when you meet with the nurse which will also be handled in accordance with this privacy notice.

5. **Accessing your information**
   You may access the information held by the school nurse or the Department of Education and Training.

For more information about requesting access to or correction of yours or your child’s personal information that is collected, please contact the School Nursing Manager at your local Department of Education and Training office listed on the back page of this form. If you would like to request access to or correction of any information the school collects, please contact the school or refer to its privacy policy for further information.

6. **You and your child’s privacy**
   Your information will only be used and disclosed in ways and for the purposes outlined above and will not be used for any other purpose without your consent, unless required or authorised by law.


Thank you for completing this form.
If you require assistance to complete this form please speak to your child’s teacher.

By completing and signing this form you provide consent to the health assessment and, when needed, the provision of a summary report to your school to enable appropriate educational adjustments for your child. If you have any questions or concerns about this process please contact your school nurse.

Child’s Name

Child’s Date of Birth ___ / ___ / ___ Male / Female / Indeterminate / Intersex / Unspecified (Please circle)

Year Level _______ Room No. _________

Signature ____________________________________________________________

Parent/Guardian

Name (please print) ________________________________________________ Date ___ / ___ / ___

Parent/Guardian

Section D Your Child’s Personal Details
To be completed by Parent/Guardian

Parent/Guardian 1 Name ________________________________________________

Is this the mother, father or other? □ Mother □ Father □ Other (please specify)______________

Tel No (H) _____________________________ (W) _____________________________ (M) _____________________________

Parent/Guardian 2 Name ________________________________________________

Is this the mother, father or other? □ Mother □ Father □ Other (please specify)______________

Tel No (H) _____________________________ (W) _____________________________ (M) _____________________________

Child’s Address ______________________________________________________ Postcode _________

Language Spoken at Home ________________________________ Child’s Country of Birth __________________________

Non-Aboriginal / Aboriginal / Torres Strait Islander / Both Aboriginal and Torres Strait Islander (Please Circle)

Current School _______________________________________________________

Previous School attended by your child (if relevant) _______________________________________________________

Does your child have a medical condition, developmental concern, or a learning problem? □ Yes □ No
For example asthma, diabetes, epilepsy, cerebral palsy.

If YES, please specify ______________________________________________________
Do you have any other concerns about your child’s health?
For example vision, hearing, speech / other?

☐ Yes  ☐ No

Is there any other information you feel would be helpful?
For example, any major changes or events in your family?

☐ Yes  ☐ No

Do you wish to discuss any of these health concerns with the School Nurse?

☐ Yes  ☐ No

Contact details for the School Nursing Manager in your region

COUNTRY AREA OFFICES

Ballarat Office
109 Armstrong Street North, Ballarat 3350
Phone: 1300 333 232

Benalla Office
150 Bridge Street East, Benalla 3672
Phone: 1300 333 231

Bendigo Office
7-15 McLaren Street, Bendigo 3550
Phone: 1300 333 691

Geelong Office
75 High Street, Belmont 3216
Phone: 1300 333 232

Moe Office
Cnr Kirk and Haigh Streets, Moe 3825
Phone: 1300 338 738

METROPOLITAN AREA OFFICES

Coburg Office
Level 2, 189 Urquhart Street, Coburg 3058
Phone: 1300 338 691

Dandenong Office
Level 6, 165-169 Thomas Street, Dandenong 3175
Phone: 1300 338 738

Footscray Office
Level 9, 1 McNab Avenue, Footscray 3011
Phone: 1300 333 232

Glen Waverley Office
Level 3, 295 Springvale Road, Glen Waverley 3150
Phone: 1300 333 231

Greensborough Office
Level 2, 1 Flintoff Street, Greensborough 3088
Phone: 1300 338 691

Keilor Office
704B Old Calder Highway, Keilor 3036
Phone: 1300 333 232