



# Identifying Children With Special Needs Procedure

Procedure Number  
CHC-PPHN-0008

Version Nos:  
**3**

## 1. Purpose

This Procedure is performed as a means of identifying at an early age children who need to be referred to an appropriate social agency.

## 2. Application

This Procedure is to be followed by all Community Nursing Staff throughout West Coast District Health Board (WCDHB).

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

*Community Nursing Staff* are to over-see all aspects of this process.

## 5. Resources Required

This Procedure requires:

- i) Tamariki Ora Well Child Book
- ii) PHN Well Child Notes
- iii) PH AUG/Family Folder
- iv) Referral Forms

## 6. Process

- 1.00 The relevant staff member is to evaluate the available information in consultation with the child's family/whanau/caregiver.
- 1.01 If a referral is considered to be in the best interests of the child, then the appropriate referral form is to be completed.
- 1.02 The relevant staff member is to remain in contact with the child and their family/whanau/caregiver as appropriate.

## 7. Precautions And Considerations

- ➔ Good communication to be maintained between all parties
- ➔ Cultural differences are to be respected
- ➔ Confidentiality to be maintained



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## 8. References

Ministry of Health Service Specifications  
Code of Health and Disability Services Consumer Rights  
Health Information Privacy Code  
Agency Referral Forms

## 9. Related Documents

WCDHB Community Nursing Manual

<b>Revision History</b>	<b>Version:</b>	3
	<b>Developed By:</b>	Community Nurses
	<b>Authorised By:</b>	Director of Nursing
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