



Identifying Children With Special Needs Procedure

Procedure Number
CHC-PPHN-0008

Version Nos:
4

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

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