

SCHOOL NURSING PROGRAM (PRIMARY)

INFORMATION FOR SCHOOLS 2021

This information sheet provides details for all school staff, in particular school leaders, preparatory grade coordinators and/or preparatory teachers about the Primary School Nursing Program and the service offered in 2021.

Working with the Visiting Primary School Nurse

The Visiting Primary School Nurse will contact the school to arrange visit dates and provide information for the distribution of the School Entrant Health Questionnaires (SEHQ) to all prep/foundation students.

When distributing the SEHQ, teachers are requested to discuss any concerns they have regarding a child with the child's parent/carer(s) and seek consent for the issue to be discussed with the Visiting Primary School Nurse.

It is also helpful if teachers identify children who have already been referred for additional services/supports, including Student Support Services (SSS).

A class list of all returned SEHQ should be kept to identify those children who may need a reminder letter sent home. An additional SEHQ will be provided if it is deemed by the classroom teacher/other staff member that the child would benefit from assessment.

Please note - the SEHQ contains **confidential information** and should remain sealed. All completed questionnaires are to be returned unopened to either the Nurse or the North Eastern Victoria Region Metropolitan Office.

School Entrant Health Questionnaire (SEHQ)

The SEHQ is a clinical tool that assists nurses to triage children who may benefit from additional assessment and support. The questionnaire includes a range of questions about a child's general health and development, behaviour and emotional wellbeing, and the family. Completion of the SEHQ enables nurses to respond to parent/carer concerns about their child's health and wellbeing and to work collaboratively with teachers and families to improve health outcomes for children. The completion and return of the SEHQ is crucial to assist with this process.

Following review of the completed SEHQ by the Visiting Primary School Nurse, some children may require assessment and follow-up. This may include direct contact with the student for a particular health screening assessment (E.g. a distance vision or hearing assessment) or contact and follow-up with a parent/carer.



If a child has not had a SEHQ completed, and the school believes the child/family would benefit from an assessment, the school can encourage the parent/carer to complete the consent section (page 5) and personal details on page 7 of the SEHQ. This will enable the nurse to contact the parent/carer and for the child to receive an assessment, if necessary.

Conducting a health assessment

The nurse may need to conduct a health screening assessment with some students. In order to comply with occupational health and safety requirements, and to enable the nurse to conduct these assessments accurately and in a private and confidential manner, please make the following available to the nurse:

- **an enclosed room, in a quiet area, of at least 3.5 metres in length (for distance vision tests)**
- **an adult size table**
- **an adult size ergonomic lift chair**
- **access to an electric power point**
- **a small table and chairs for children**



Nurses are required to transport a large volume of equipment. Consideration of the location of the nurse's work area would be appreciated. (E.g. easy access to car park, ground floor and close proximity to the prep classrooms.)

Students in years 1-6

A *Student Referral Form* is available to facilitate a referral by a parent/carer/teacher of a student in years 1-6 and all recently arrived students from overseas. Teachers are encouraged to discuss referrals with the nurse, in the first instance, to clarify whether the referral is appropriate.

To make a referral to the School Nursing Program, the teacher needs to discuss their concerns with the child's parent/carer(s), advising them that their child can be referred to the Visiting Primary School Nurse and written consent is required for an assessment.

Teachers are requested to complete the teacher's section of the Student Referral Form (Part A) prior to the form being sent home to parent/carer(s) for their consent.

Nurses may also need to follow-up students who have previously received an assessment and/or referral. The nurse will contact the relevant class teacher to arrange to see these children.

Following the school nurse visit

The school nurse will provide a health report to all children who have returned a consented SEHQ to take home to their parent/carer(s).

More information

A Primary School Nursing Program Brochure has been provided with the School Entrant Health Questionnaire (SEHQ).

Additional information about the Primary School Nursing Program can be found online at:

[Victorian School Nursing Program: Advice | education.vic.gov.au](https://www.education.vic.gov.au/education/vic.gov.au)

Additional *Student Referral Forms* can be downloaded from:

<https://www.education.vic.gov.au/documents/school/teachers/health/psnprefferralform.pdf>

This information should be distributed to all relevant school staff.

Informing parents

Ahead of the nurse's visit it would be helpful to let parents know about the service through the **school newsletter**. Consider including the following information:

Keera Waterston, a Visiting Primary School Nurse from the Department of Education and Training, will be attending the school to conduct the Prep/Foundation grade health screening assessments and to see other children as requested by teachers or parents (only with parental consent).

The purpose of the visit is to provide all Victorian school entry aged children with the opportunity to have a health screening assessment; to link children, families and schools to services available in the community; and to provide information and advice about children's health and wellbeing.

Parents are invited to contact the Visiting Primary School Nurse if there are any issues they wish to discuss. The contact number for the Visiting Primary School Nurse is 0455 099 461.

Parents of students (other than Prep/Foundation students) who wish for their child to be seen by the Visiting Primary School Nurse need to complete a Referral Form which is available from the school office. The completed Referral Form needs to be returned to the school office.

Details of your Visiting Primary School Nurse:

Name:	Keera Waterston
Phone number:	0455 099 461