

## COMMUNICATION/REFERRAL PROCESS AND FLOW CHART AND INVOLVEMENT OF PRIMARY HEALTH CARE COUNSELLOR

### Student Self-Referral

Students receive services by either signing up themselves for appointments (student must be 16 years of age or older to self-refer)

OR

**School Counsellor (SC) / Indigenous Student Success Lead (ISSL) / Administration / Student Support Teacher (SST) Referral**  
Indicate in referral relevant information for requesting appointments with Health Care Service Provider(s)

### Consent

Students under 16 years of age will require caregiver consent to attend services provided by any health care services provider, or school counsellor.

- SC reviews the referrals prior to service day and indicates if they are involved with the student
- Health Care Service Providers consult prior to the start of the service day and review and check in with the identified school-based staff after the service day.
- SC will be available throughout the day to support requests for SC to attend appointment.
- If referral is from SC, Primary Health Care Counsellor (PHCC) would not attend appointment.

During a clinical evaluation, if a Nurse Practitioner (NP) determines a student requires mental health support, the NP determines next steps based on current supports at school and provides the student the choice of mental health support through either the PHCC or SC.

PHCC joins or sees student separately. If student elects services to remain with PHCC, SC will be informed of transfer of care to PHCC. SC will indicate in tracking that PHCC is providing services and remove student from active caseload or change status to drop in.

OR

SC joins appointment or establishes time to provide support for student separately.

Health Care Service Providers, SCs and/or Administrators will review caseload transfers, follow up on students who are on SC caseload regarding safety concerns, goals, relevant information in person or an email will be sent if the team is unable to meet on the service day.

### Supporting Classrooms:

- When working within classrooms, Primary Health Care Counsellors and Drug and Alcohol Counsellors will ensure the School Counsellor and administrators are aware of the request to support a classroom and will ensure administrators are provided with the content of the presentation prior to the in-class presentation.
- AP 208 – *Community Perceptions and Norms: Controversial Issues* must be adhered to for all classroom presentations.