

# Directions for requesting TVCC OT or PT Services at School

Occupational Therapy (OT) and Physiotherapy (PT) services are available for students who require services to attend or participate at school. OT and PT services in schools in Elgin, London, Middlesex, Oxford, Huron, Perth, Grey and Bruce counties are organized and provided by TVCC. Referrals are accepted from schools. Families or physicians interested in submitting a referral should discuss the student's needs with the student's school team.

## See the alternate directions below for the following specialized situations:

- A. The student has complex physical needs with an immediate safety risk
- B. The child is young and does not yet attend school or has just transitioned into school
- C. The student does not attend a publicly funded school or is home schooled

## These steps should be followed to request services in all other situations:

1. The classroom teacher discusses the specialized needs of any students in their classroom with their resource teacher. If the resource teacher desires assistance from TVCC, the resource teacher obtains consent from the family to discuss their child's needs with TVCC and documents and saves this consent following usual school procedures.
2. The school resource teacher discusses the potential therapy needs of all students with a TVCC School Therapy Services team member:  
For OT:  
Your TVCC School Therapy Services OT. If you are unsure of your OT, contact a TVCC Intake Coordinator at 519.685.8716 (in the London calling area) or 1.866.590.8822 ext 58716.  
For PT in Elgin, London, Middlesex and Oxford counties:  
Randy McGivern, Clinical Coordinator at 519.685.8700 Ext. 53414  
For PT in Grey, Bruce, Huron and Perth counties:  
Laurie Fowles, Clinical Coordinator at 519.685.8700 Ext. 50120  
The School Therapy Services team member will advise you if the student's needs can be addressed with universal services, and no referral is required.
3. If the TVCC School Therapy Services team member determines that individualized services are appropriate, they will complete and sign a TVCC "OT/PT Referral and School Authorization Form" and return it to the resource teacher.
4. The resource teacher completes and compiles all Referral Package documents:

- “OT/PT Referral and School Authorization Form”. Ensure form signed by a TVCC School Therapy Services Team member and has the “School Team Authorization and Information” section completed and signed.
  - TVCC “Family and Community Referral Form”. Note that an Ontario Health Card number is not necessary and this field can be left blank. In the “Tell us what is needed” box, insert “OT or PT services at school”. If you believe your student would benefit from any of the additional TVCC services outlined on the referral form, please call a TVCC Intake Coordinator to discuss.
  - Optional forms and documents: The family may choose to complete the “School Therapy Services Student Background Information Form” and/or include reports from other health care providers.
5. The resource teacher submits the complete Referral Package to TVCC by:
- Printing and then faxing the completed forms to 519.685.8705, or
  - Printing and mailing forms to:
 

TVCC  
779 Base Line Road East  
London ON N6C 5Y6  
Attention: INTAKE

### Notes:

- If you have any questions about submitted referral packages, contact a TVCC Intake Coordinator at 519.685.8716 (in the London calling area) or 1.866.590.8822 Ext 58716.
- After a complete Referral Package is received, TVCC Intake will contact the family directly to obtain their Consent and Authorization to Share Information.
- The resource teacher will be contacted by a TVCC Intake Coordinator or Clinical Coordinator if there are any questions or more information is required.
- The school will be informed within 6 weeks in writing by TVCC if the student is placed on a waitlist for service; please share this information with the student’s family.
- To update the student’s demographic information or school attended, please submit a “School Therapy Services Student Update Form” to TVCC Intake by fax or mail as outlined above in #5.

### Alternate directions for specialized situations:

A. The student has complex physical needs with an immediate safety risk

The school resource teacher should contact a TVCC Clinical Coordinator to discuss:

Elgin, London, Middlesex and Oxford counties: Randy McGivern at 519 685 8700 Ext. 53414

Grey, Bruce, Huron and Perth counties: Laurie Fowles at 519 685 8700 Ext. 50120

Services can be arranged before the child starts school if necessary for children with

complex physical needs to assist to arrange equipment needed for the first day of school.

B. The child is young and does not yet attend school or has just transitioned into school. Families and schools should discuss the child's needs with the TVCC preschool OT or PT. The preschool therapist may be able to complete a transition visit in the first 2 months of school and advise about next steps. If there is no TVCC preschool OT or PT involved, then the processes outlined above should be followed when needs are identified after the child starts school.

C. The student does not attend a publicly funded school or is home schooled. Families and schools should contact the Southwest LHIN - Home and Community Care (formerly known as the Community Care Access Centre). They are responsible for these services in private schools and for children who are home schooled. They are also responsible for these services for children with special needs in the home, and nursing services at school.