

## **TOWER HAMLETS SPECIALIST CHILDREN'S HEALTH SERVICE: SPA REFERRAL FORM GUIDANCE**

The Specialist Children's Services SPA referral form can be found:  
<https://www.bartshealth.nhs.uk/referral-forms>

For any queries, please contact:

- Tower Hamlets GP Care group - SPA: 0300 033 5000
- Community Paediatrics: 0207 767 3322

### **Which services are covered by this form?**

- Autism Spectrum Disorder Assessment Service - ASDAS
- Children's Continence Team
- Children's Continuing Care Assessment
- Community Children's Nursing Team (CCNT)
- Children's Eczema Nurse
- Children's Asthma Nurse
- Community Paediatricians (Medical team)
- Children's Occupational Therapy
- Children's Physiotherapy
- Children's Speech and Language Therapy
- Toileting Workshop

Referrals can be made to any of these services using this form and must be directed to the Single Point of Access from 1<sup>st</sup> April 2022 using the SPA referral form.

### **What are the eligibility Criteria?**

- Age 0-19 years, except for SEND referrals for adults 19 to 24 years
- Registered with a Tower Hamlets GP
- Not registered with any GP but living in Tower Hamlets
- Local authority Child Protection (CP) medical assessment referrals for children under 18 years residing in Tower hamlets
- Tower Hamlets LA CP assessment referral for children who are temporarily staying in Tower Hamlets although registered elsewhere (e.g. on holiday)
- Community Paediatric Medical and LAC Nurses Teams provide statutory services for all LAC /Adoption Children who are responsibility of Tower Hamlets LA registered and living anywhere.
- Community Paediatric Medical Team provides statutory services for Tower Hamlets Adult health Fostering/adoption/special guardianship for adults registered and living anywhere.
- Community Paediatric Medical and School Nursing teams also see any child attending Tower Hamlets special schools irrelevant of which borough of residence or which GP CCG

**Where do I send the SPA referral form?**

Please e-mail the SPA referral form to: [thgpcg.spa@nhs.net](mailto:thgpcg.spa@nhs.net)

*Because this contains patient identifiable data, please only use secure email addresses when making a referral - i.e., from nhs.net, gov.uk, sch.uk or using encryption such as Egress.*

**Telephone No for SPA:** 0300 033 5000

**Completing this form**

If referring child for **non-statutory involvement** (i.e., developmental concerns):

**ALL SECTIONS OF THE REFERRAL FORM MUST BE COMPLETED.**

**Forms with incomplete information will be returned to the referrer.**

Please ensure that you provided adequate information about why you are referring and what you hope to gain from the referral as this helps us with our triage process.

**Who can refer using this form?**

**Services requiring a professional referral from either a health, education or social care professional.**

- Community Paediatric Medical service
- Autism Spectrum Disorder Assessment Service - ASDAS
- Childrens Continence Service

**Anyone in the community connected to the child or young person including teachers or other professionals who have consent from the child or young person or their parents can refer directly to the following services. Parents can also self-refer to these services:**

- Children's Community Nursing team (Incl. Continuing Care, Eczema and Asthma)
- Children's Occupational Therapy
- Children's Physiotherapy
- Children's Speech and language therapy including the feeding team
- Toileting Workshop

**Who do you need to refer to?****Autism Spectrum Disorder Assessment Service – ASDAS:**

Assessment of suspected Autism Spectrum Disorder. A completed ASDAS Referral form must be attached with the SPA form. *We are unable to process incomplete referrals.*

Both ASDAS referral form and guidance can be found here:

<https://www.bartshealth.nhs.uk/referral-forms>

Children with mental health issues and suspected ASD should be referred to CAMHS - Child and Adolescent Mental Health Services (*not* ASDAS). Please visit:

<https://www.elft.nhs.uk/camhs/referrals> to make a referral.

---

**Children's Continence Team:**

Children who require an assessment of their incontinence. If the child has special needs they can access advice or training on promoting continence with the possibility of provision of continence products supplied on the NHS (5yrs plus).

---

**Children's Continuing Care Assessment:**

Referrals for Children's Continuing Care will only be accepted when a child or young person has needs arising from disability, accident or illness that cannot be met by existing universal or specialist services alone. Continuing care does not cover children and young people with care needs that may be met appropriately through existing universal or specialist health services.

---

**Community Children's Nursing Team (CCNT):**

Children with a nursing need. Tick the urgent referrals box if the child needs to be seen within 24 hours.

---

**Children's Eczema Nurse:**

Patient has trialled 4 weeks of first line treatment prescribed by GP with little or no improvement *OR* seen by Dermatology requiring further support.

---

**Children's Asthma Nurse:**

Community Children Specialist Asthma clinic aims to improve asthma and wheeze symptoms of children and young people living in Tower Hamlets by providing specialist knowledge and education to reduce ED presentations and hospital admissions.

Please link to see our [local Asthma/Wheeze Guidelines and Resources](#).

Please state on referral form if the referral is **Urgent**.

**'High-risk' Referral Criteria:**

- Hospital admission or  $\geq 2$  exacerbations of wheeze/asthma in the past year (this includes courses of steroids prescribed in primary care)
  - Evidence of Salbutamol over-use (>twice a week / >6 inhaler devices a year)
  - Poorly controlled symptoms (ACT <19, school missed, exercise limitation)
  - BTS Asthma Management Step 4 or above
  - Parent/professional concerns about compliance
  - Missing lots of time of school or using blue inhaler more than 2 times a week
-

**Community Paediatricians (Medical team):**

## Neurodevelopmental issues

- Severe or complex developmental delay requiring medical assessment
- Complex Neuro-disability such as Cerebral Palsy, neuromuscular conditions e.g. Muscular Dystrophy, neurodegenerative conditions, Epilepsy with developmental delay
- Genetic syndromes e.g. Down Syndrome, suspected chromosomal disorders

## Statutory referrals from Local authority

- Child Protection Medical Assessments (follow local safeguarding policy)
- Initial Health Assessments for Looked After Children
- Adoption assessments, reports and consultations
- Medical advice for Education Health and Care (EHC) plans

*The service is unable to accept referrals for children of any age with the following problems:*

- Assessment of cognitive skills and educational attainment in school aged children. This should be completed by the appropriate educational team
- Suspected ADHD. Children over the age of 5 years should be referred to the Child and Adolescent Mental Health Services (CAMHS) - <https://www.elft.nhs.uk/camhs/referrals>
- Educational problems such as dyslexia or dyscalculia. These should be assessed by schools
- Isolated behaviour problems such as sleep or feeding difficulty, temper tantrums, conduct disorder. Pre-school children should be assessed by their Health Visitor or Early Years Family Advisor. School age children can be assessed by their School Nurse and/or SENCO, and families referred to appropriate school age support services
- Children with behaviour problems which are due to social and family difficulties (i.e. where there is inappropriate parenting) should be referred to Social Services. Any suspicion of abuse should be notified to Children's Social Services promptly
- Children with mental health problems
- Children with sleep difficulties, including those with underlying neurodevelopmental difficulty. Referrals should be made to Disabled Children's Outreach Service ( DCOS) based at the Local Authority.
- Investigations for growth and weight-loss- these should be referred to Acute Paediatrics

***Making a referral:***

Refer to Neurodevelopmental Clinic with full set of the following documents:

1. Report from at least one of the following: SLT, OT, EP, Behaviour Support Team (BST)
  2. If attending school or nursery: IEP and School Observation Questionnaire
  3. Please attach any other relevant reports e.g., detailed Specialist clinic letter, or discharge summary.
-

**Children's Occupational Therapy:**

Children with an identified developmental disability or medical condition impacting on their ability to perform or participate in activities of daily life at home, school or in the community.

A referral to the children's occupational therapy service should be made when the child / young person, family or other involved professional has a concern regarding the child's ability to participate in any of the following areas: play and leisure, self-care and independence, and daily school life.

**1. Play/Leisure**

Activities affected will be the child's ability to participate in play and leisure activities including: Can the child access and participate in a range of play and leisure activities such as pretend play, making things play, large movement play activities such as riding a bike, accessing playground equipment, and ball games. Accessing community play and leisure resources and activities

**2. Self-care and independence**

Activities affected might include: Eating and drinking (**We do not have a service for Behavioural Feeding Difficulties**); dressing; grooming; washing and bathing and toileting: mobility issues accessing the environment e.g. getting up stairs, in/out bath; on/off toilet and other furniture. For older children, also consider age appropriate independence skills, such as get self a drink, prepare a snack, pack a bag for school, carry out household chores and so forth.

**3. School Life**

Activities affected might include: Accessing and negotiating the school environment: e.g. mobility around school, access to all areas/activities of classroom, using bathroom and dining hall facilities. Managing class routines and self-care activities: changing for P.E. coping with lunchtimes and toileting, managing routine responsibilities such as hang up coat, tidying up, give out pencils. Handling and using school tools, equipment and materials: issues in lessons such as design technology/art/craft or with using scissors, hand writing, accessing ICT: Work independently: initiate and carry through an activity maintaining their attention, problem solving, organising themselves and materials for the task.

**Housing and re-housing concerns:**

Please contact your local housing office for support with housing.

**Adapting your home:**

The responsibility for providing any adaptations will depend on who owns your property. Please contact Tower Hamlets Connect by calling 0300 303 6070 (9am-5pm, Monday to Friday) or via email [enquiry@towerhamletsconnect.org](mailto:enquiry@towerhamletsconnect.org)

---

**Children's Physiotherapy:**

Children with developmental concerns including normal variants. Over 5 years old (under 5's refer to outpatient children or medical conditions impacting on their movement and mobility skills at home, school or in the community).

***Musculoskeletal (MSK) EXCLUSIONS***

Please note all MSK referrals should be sent direct to the Royal London Hospital – this includes:

- Back Pain, Knee pain, Ankle Pain
- Hypermobility
- Normal Variants – Toe walkers, Flat feet, Intoeing
- Talipes

- Erbs Palsy
- Torticollis

Please send these referrals to:

*Royal London Hospital, Children's Physiotherapy Department, 7th Floor, E1 1BB*

---

### **Children's Speech and Language Therapy:**

Children who are experiencing a communication difficulty which affects their ability to have their basic needs met, or their ability to enjoy relationships with family and friends and to participate at home, school or in the community. Such difficulties include:

- Stammering: (please do not delay referral for children of any age presenting with stammering)
  - Speech production problems
  - Communication difficulties associated with conductive and sensorineural hearing loss,
  - Language Delay or Disorder in isolation, or associated with other developmental difficulties
  - Social Communication difficulties or suspected Autistic Spectrum Disorders
  - For all children and young people who attend school, a consultation with a speech and language therapist is required prior to referral to the clinic service. Consultations can be arranged by e-mailing [SLTConsultation@bartshealth.nhs.uk](mailto:SLTConsultation@bartshealth.nhs.uk) and they can be requested by parents or professionals. For children in Early Years Foundation Stage only, consultations can also be held with the school's allocated speech and language therapist. Additional information may be required prior to accepting a referral.
- 

### **SLT Eating, Drinking & Swallowing Team:**

Children with feeding /eating and drinking difficulties due to neurological (i.e. bulbar palsy, cerebral palsy), medical (cardiac problems), structural (cleft palate, subglottic stenosis) or developmental (Down syndrome) origin. We do not currently provide a service for children with primary behavioural feeding difficulties.

---

### **Toileting Workshop:**

This is a parent workshop run jointly by the **Paediatric Continence Service** and **Children's Occupational Therapy**. It is suitable for children aged 3-11 years with Learning Disability and/or Autism Spectrum Disorder. The purpose of the workshops is to help parents develop healthy bladder and bowel habits with their children, understand toileting readiness and develop and implement toileting routines at home.

---

**What happens next?**

Once your referral has been received it will be triaged and you should receive a letter of receipt letting you know if your referral has been accepted and if accepted which service/services will be involved.

For referral forms, guidance's, and local information regarding Community Services, please visit:

- London Borough of Tower Hamlets Local Offer: <https://www.localoffertowerhamlets.co.uk/>
- Barts Health referral forms: <https://www.bartshealth.nhs.uk/referral-forms>

See below for contact details for all teams within Community Specialist Children's services:

*(Do note – our generic email inboxes are usually responded to within 1-2 working days).*

| Service                                     | Tel. Number                                     | Email address  |
|---|---|--|
| Community Paediatrics                       | 0207 767 3322<br>(option 2)                     | <a href="mailto:bartshealth.communitypaeds@nhs.net">bartshealth.communitypaeds@nhs.net</a>             |
| Community Childrens Nursing                 | 0207 767 3322<br>(option 1)                     | <a href="mailto:BHNT.CCNT@nhs.net">BHNT.CCNT@nhs.net</a>   |
| Paediatric Continence Nurse                 | 0207 767 3322<br>(option 1)<br>Or 0208 223 8362 | <a href="mailto:BHNT.PaedsContinenceAdmin@nhs.net">BHNT.PaedsContinenceAdmin@nhs.net</a>               |
| Paediatric Asthma Nurse                     | 07591989962                                     | <a href="mailto:th.paedasthmanurse@nhs.net">th.paedasthmanurse@nhs.net</a>                             |
| Occupational Therapy                        | 0207 767 3322<br>(option 3)                     | <a href="mailto:bartshealth.thchildrenstherapies@nhs.net">bartshealth.thchildrenstherapies@nhs.net</a> |
| Physiotherapy                               | 0207 767 3322<br>(option 3)                     | <a href="mailto:bartshealth.thchildrenstherapies@nhs.net">bartshealth.thchildrenstherapies@nhs.net</a> |
| Speech and language therapy                 | 0207 767 3322<br>(option 3)                     | <a href="mailto:bartshealth.thchildrenstherapies@nhs.net">bartshealth.thchildrenstherapies@nhs.net</a> |
| SLT eating, drinking and swallowing service | 0207 767 3322<br>(option 3)                     | <a href="mailto:bartshealth.thchildrenstherapies@nhs.net">bartshealth.thchildrenstherapies@nhs.net</a> |
| Children's Continuing Care Assessment       | 0207 767 3322<br>(option 1)                     | <a href="mailto:BHNT.childrenscontinuingcare@nhs.net">BHNT.childrenscontinuingcare@nhs.net</a>         |
| Toileting Workshop (3-11)                   | 0207 767 3322<br>(option 3)                     | <a href="mailto:bartshealth.thchildrenstherapies@nhs.net">bartshealth.thchildrenstherapies@nhs.net</a> |