



Learning Services

23000 – 116 Avenue,
Maple Ridge, BC V2X 0T8
Telephone: (604) 467-1101 Fax: 467-7079

OT and PT Referral Process

1. See OT/PT resources on the Learning Services (LS) website for strategies to support student needs. Website link is in our email signatures:
<https://learningservices.sd42.ca/departments/occupational-and-physiotherapy-services/occupational-therapy-resources/>
 - a. **Sensory needs:** Please see Sensory Page on OT Website. School team to reference Universal Sensory Strategies & School Sensory Packages and implement relevant strategies prior to an OT referral. OT can help determine a starting place for universal strategies upon request, without an OT referral.
 - b. **Fine motor needs:** Please see Fine Motor resources on OT website and informally consult the OT as needed to help guide strategies.
 - c. **Pediatrician/specialist reports:** Often physicians will recommend students be referred to school OT or PT. This does not mean the referral is appropriate/necessary; please check with the therapist directly.
2. Student names should be brought forward to a School Based Team Meeting to further brainstorm and tailor strategies, prior to considering a referral to OT or PT.
3. Support teachers (ST) to talk to the therapist prior to completing paperwork for an OT or PT referral.
4. Depending on the nature of the student need and/or if universal strategies are not sufficient, a formal referral may be approved by the therapist. OT or PT will then either sign off on the referral form (if we are at the school) or send an email with approval to ST and LS admin. ST to indicate 'approved via email' in signature box beside therapist name and attach email to referral. Please be sure to fill out the OT or PT referral page in full.
5. If a referral comes into LS without our signature, and no email attached, then the referral will not be processed. LS will contact ST to follow up directly with the therapist regarding student needs.