

ADMINISTRATIVE PROCEDURES

SUBJECT: Provision of School-Based Rehabilitation Services in Schools

INTRODUCTION

The Lambton Kent District School believes that the ultimate goal of health support within the school setting is to have students be as independent as possible with their own care, recognizing that in some cases coordinated supports are required. PPM 81, “Provision of Health Support Services in School Settings” (1984), outlines the responsibilities of school boards, the Ministry of Health and Long-Term Care, and the Ministry of Children, Community and Social Services for ensuring that students with special education needs receive the health support services they require so that they can benefit from an educational program. The role of the Ministry of Community and Social Services is limited to the provision of services in care and treatment facilities. [Policy/Program Memorandum 81 | Education in Ontario: policy and program direction | ontario.ca](#)

BACKGROUND

The Ontario Ministry of Children, Community and Social Services provides programs and support for children and youth with special needs in schools through School Based Rehabilitation Services. Students can access rehabilitation services, including physiotherapy, occupational therapy and speech therapy in schools which are administered by the local children’s treatment centres. Schools in Kent County are exclusively serviced by the Children’s Treatment Centre of Chatham-Kent and Lambton County schools are solely serviced through Pathways Health Centre for Children.

The provision of speech and language services are shared between the Ministry of Education, Ministry of Health and Ministry of Children, Community and Social Services. The Interministerial Guidelines for the Provision of Speech and Language Services (September 1988) [Policy/Program Memorandum 81 | Education in Ontario: policy and program direction | ontario.ca](#) provides information on the role delineation. Language disorders and mild articulation delays are the responsibilities of school boards. Moderate-severe articulation/speech sound problems, motor speech disorders, fluency disorders, and voice disorders are managed by School Based Rehabilitation Services.

ADMINISTRATIVE PROCEDURES

The separate procedures for referral to School Based Rehabilitation Services for each children’s treatment centre are outlined below.

Children’s Treatment Centre of Chatham-Kent: Kent County

All updated CTC-CK referral forms and checklists can be found on the CTC-CK website at:

[Referrals - Children's Treatment Centre \(ctc-ck.com\)](http://ctc-ck.com)

Forms and Checklists that can be accessed on that website are underlined.

All Therapeutic Services

1. Through a School Based Team Meeting, it is determined that the student is experiencing difficulties with communication, mobility or motor skills and a referral to the appropriate discipline is warranted.
2. The parent/guardian is contacted by the Resource or Classroom Teacher to gain consent for the referral to School Based Rehabilitation Services.
3. Principal Referral Form is completed, indicating which discipline is required.

Physiotherapy and Occupational Therapy

1. Classroom teacher completes the Physiotherapy/Occupational Therapy Checklist.
2. Once completed, mail, courier or fax Principal Referral Form and Physiotherapy/Occupational Therapy Checklist to 519-354-7355. For more information on the referral process, contact Children's Treatment Centre of Chatham Kent directly at 519-354-0520.

Speech Therapy

1. Through a School Based Team Meeting, it is determined that the student is experiencing specific difficulties with speech sound production or fluency (a.k.a. stuttering) which affects the student's ability to communicate.
2. The Resource or Classroom teacher may wish to have a consultation, without identifying the student by name, with a member of the Lambton Kent District School Board Speech and Language Department or the Children's Treatment Centre of Chatham-Kent's Speech Department to determine if a referral is appropriate.
4. The Resource or Classroom teacher completes the Speech Therapy Checklist. Instructions to complete the Speech Therapy Checklist can be found on the LKDSB Speech and Language Services area of the Portal. [Speech & Language - Home - LKDSB Staff Intranet](#)
5. Once completed, mail, courier or fax Principal Referral Form and Speech Therapy Checklist to 519-354-7355. For more information on the referral process, contact Children's Treatment Centre of Chatham Kent directly at 519-354-0520.

Pathways Health Centre for Children: Lambton County

All updated CTC-CK referral forms and checklists can be found on the CTC-CK website at:

[School Based Rehabilitation Services - Pathways Health Centre for Children \(pathwayscentre.org\)](http://pathwayscentre.org)

Forms and Checklists that can be accessed are underlined.

Physiotherapy

1. Through a School Based Team Meeting, it is determined that the student is experiencing difficulties with mobility and a referral to Physiotherapy is warranted.
2. The parent/guardian is contacted by the Resource or Classroom Teacher to gain consent for the referral to School Based Rehabilitation Services.
3. Principal Referral Form is completed, indicating that physiotherapy service is required.
4. Classroom teacher completes the SBRs PT Teacher Checklist.

5. Once completed, mail, courier or fax Principal Referral Form and Physiotherapy Therapy Teacher Checklist to 519-542-4115. For more information on the referral process, contact Pathways Health Centre for Children directly at 519-542-3471.

Occupational Therapy

1. Through a School Based Team Meeting, it is determined that the student is experiencing specific difficulties with motor skills.
2. The Resource or Classroom teacher must consult with the school's Occupational Therapist, without identifying the student by name, to determine a course of action; referral or implementation of class-wide strategies.
3. If appropriate, the parent/guardian is contacted by the Resource or Classroom Teacher to gain consent for the referral to School Based Rehabilitation Services.
4. Principal Referral Form is completed, indicating which discipline is required.
5. The classroom teacher completes the SBRS OT Teacher Checklist.
6. Once completed, mail, courier or fax Principal Referral Form and Occupational Therapy Teacher Checklist to 519-542-4115. For more information on the referral process, contact Pathways Health Centre for Children directly at 519-542-3471.

Speech Therapy

7. Through a School Based Team Meeting, it is determined that the student is experiencing specific difficulties with speech sound production or fluency (a.k.a. stuttering) which affects the student's ability to communicate.
8. The Resource or Classroom teacher may wish to have a consultation, without identifying the student by name, with a member of the Speech and Language Department of either the Lambton Kent District School Board or Pathways Health Centre for Children to determine if a referral is appropriate.
9. If referral is appropriate, the parent/guardian is contacted by the Resource or Classroom Teacher to gain consent for the referral to School Based Rehabilitation Services.
10. Principal Referral Form is completed, indicating which discipline is required.
11. The classroom teacher completes the SBRS SLP LKDSB Resource Teacher Pilot Referral Form-August 2023. The form and instructions to complete it can be found on the LKDSB Speech and Language Portal: [LAMBTON SBRS Referral Process and Forms - All Documents - LKDSB Staff Intranet](#).
12. Once completed, mail, courier or fax Principal Referral Form and Speech Therapy Teacher Checklist to 519-542-4115. For more information on the referral process, contact Pathways Health Centre for Children directly at 519-542-3471.

Implementation Date: December 4, 2023

Reference: PPM 81-Provision of health support services in school settings
Interministerial Guidelines for the Provision of Speech and
Language Services (as applicable to the Education Act)