

Preparing for a SchoolKit Clinic – A Health Team Checklist

Ahead of the clinic

- Agree date with school.
If the family are new to the health team, consider an ‘intake’ call with parent or carer to:
 - Confirm clinic will be of value for them
 - Gain an understanding of key issues
 - Decide health professionals, specialists etc who might be involved.
- Review previous client notes.
- Review information provided by school (including reports, assessments, questionnaire returned by family etc.). Seek further details and copies of letters from specialists or therapists as required.
- Invite any relevant additional people to participate in clinic (i.e. local clinicians, health specialists, support agency personnel etc), or ensure arrangement made with school that they invite them.
- Hold team meeting (if possible) to brief health team members so that they know and understand:
 - Who will be attending the clinic and the intended focus of the clinic
 - What is known of child’s medical history, family situation, other agency involvement etc.
 - Procedures, roles and responsibilities for team members before, during and after the clinic
 - NSW Health policies, and state and federal policies, especially around disabilities
 - Aims, benefits and foundation principles of SchoolKit Clinics.
- Check all members of health team have directions, know how to access school etc.

On the Day of the clinic

- Bring medical kit (e.g. prescription pads, Medicare forms, medical equipment, scales, diagnostic tools (e.g. Developmental-Behavioural Checklist))
- Meet with the school principal to discuss what’s known of the child and family situation and particular concerns or issues that may shape the way the clinic is run. Agree how clinic meeting will be managed (i.e. chair and co-chair roles).
- Observe the child in the classroom or school playground together with the school principal.

This document has been sourced from the MRID SchoolKit available online at schoolkit.org.au. It was created as a tool to help run school-based medical clinics using the SchoolKit Clinic model and is copyrighted to the Metro-Regional Intellectual Disability Network.