

Preparing for a SchoolKit Clinic – A School Checklist

Ahead of the clinic

- Agree date with health team
- Invite child's family to attend clinic:
 - Send information about clinics
 - Explain the focus of this particular clinic (e.g. starting school, sleep issues)
 - Provide appointment date and time
 - Request return of confirmation, consent form, questionnaire
 - Request GP referral (to be brought to the clinic).
- Discuss and agree with health team who should be invited to participate in the clinic (i.e. local clinicians, health specialists, disability agency personnel etc). Agree who will invite them to attend.
- Check confirmation and consent have been received from family.
- Provide health team and other confirmed clinic participants names of family members, copies of relevant reports, assessments, questionnaire returned by family etc.
- Schedule cover for teaching staff attending clinic.
- Phone call (or face-to-face meeting with family) to:
 - Understand their issues and expectations of the school
 - Answer any questions about the clinic, how it will work etc.
 - Offer to arrange support persons, interpreter if needed
 - Check GP referral has been obtained.
- Ensure staff involved know and understand:
 - Who will be attending the clinic and the intended focus of the clinic
 - The nature of the working partnership between parents and outside agencies (recognising previous relationships with the various agencies involved)
 - Procedures, roles and responsibilities for staff before, during and after the clinic
 - Review any data collected on the student
 - The confidentiality of the clinic process
 - That the clinic is not part of a school's 'discipline' procedure and will not solve 'all problems' (individual staff expectations are managed as necessary)
 - How to interact appropriately with parents and other professionals (professional development is provided as necessary)
 - DEC policies, and state and federal policies, especially around disabilities
 - Aims, benefits and foundation principles of SchoolKit Clinics.

- School counsellor confirms that:
 - Recent assessments of the child are available for the clinic, if appropriate
 - Medical and psychological information that will assist the paediatrician or lead clinician has been pre-released to them
 - They have talked or met with the family
 - They have observed the child in the classroom and playground and talked to the teacher
 - They understand evidence-based practice and restrictive practices
 - They know and understand key Department of Education and Communities policies.
- Check room is booked, cleared etc
- Order food

On the Day of the Clinic

- Brief support staff about when the clinic is being held and where (so they can direct visitors to the right room).
- Set up the room:
 - Chairs in a circle around a table
 - Clean cups, glasses, plates etc. set out
 - Food, tea, coffee etc. ready to serve
 - Tissues on hand.
- Copy attendee list and agenda to give to all participants.
- Principal/executive meet with the paediatrician or lead clinician 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 meeting will be managed (i.e. chair and co-chair roles).
- Observe the child in the classroom or school playground together with paediatrician or lead clinician.

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.