

## How long will your child see an occupational therapist?

We will start working with your child when we receive your referral. We call this opening an episode of care. Your child's episode of care will be closed when:

- You and your child have achieved your goals **or** your plan for working on your goals is in place
- You no longer want to have occupational therapy input
- You have not attended appointments or contacted the service

A new episode of care can be opened in the future if you need more support. You can contact us directly if you have been seen by us before.

## Contact us

### Children's Occupational Therapy Service Integrated Children with Additional Needs (ICAN)

Leeds Community Healthcare NHS Trust  
3rd Floor, Stockdale House  
Headingley Office Park  
Victoria Road  
Leeds LS6 1PF

Tel: **0113 843 3620**

Email: [central.spa1@nhs.net](mailto:central.spa1@nhs.net)

Find out more information on our website  
[www.leedscommunityhealthcare.nhs.uk](http://www.leedscommunityhealthcare.nhs.uk)

## Help us get it right

We welcome comments and complaints as they help us to provide a better service. We would also like to hear from you if you have been particularly pleased with our service.

If you have a concern please speak to your occupational therapist or the occupational therapy manager.

If you would like to talk to someone outside the service contact the **Patient Experience Team** on **0113 220 8585**, Monday to Friday 9.30am to 4.30pm or email [lch.pet@nhs.net](mailto:lch.pet@nhs.net)

**We can make this information available in Braille, large print, audio or other languages.**

**NHS**

Leeds Community  
Healthcare  
NHS Trust

# Children's Community Occupational Therapy Service



**Information for Parents**  
School aged provision

## What do we do?

We work with children, young people and families to enable them to take part in their everyday activities at home, school and in the community.

- **Self care activities**  
(e.g. getting dressed and undressed, eating and drinking, toileting, bathing, postural care)
- **School activities**  
(e.g. handwriting, paying attention in class, joining in with the class)
- **Play and leisure activities**  
(e.g. cycling with the family, playing ball games, using a computer)

## Occupational therapists might help:

- to develop your child's skills
- to change the way your child does an activity
- to change the environment so your child can do an activity

## Who are we?

We are a team of occupational therapists, occupational therapy support workers and occupational therapy students. We all work together to help you and your child to achieve your goals.

We also work closely with other professionals (school staff, health professionals etc) to best meet your child's needs.

## Who do we see?

### Children and young people who:

- are referred by a doctor
- have difficulties performing their everyday activities
- are aged 4 – 18 years
- live in Leeds

## How can you help?

### Before your child's assessment:

- complete the questionnaires we send you and bring them to the appointment
- let us know in advance if you can't attend your child's appointment
- if we don't hear from you, we will assume your child doesn't need our help and we won't contact you again

### After your child's assessment:

- use the plan we develop together to work on your child's goals
- tell us if you have any concerns or questions
- tell us if there are any changes to your child's contact details

## How long will your child wait to be seen?

We aim to see everyone within 8 weeks of referral. If you have been waiting longer than this, please contact the service and let us know.

## What will happen when we see you?

We will meet you at your assessment. This might be at a health centre, at home or at school.

### At your child's assessment, we will:

- listen to you and your child about your concerns and what is important to you
- set goals together about what you and your child want to achieve
- look at the activities your child is having difficulty with

- plan what will happen next to help you and your child achieve your goals

### Your plan might include:

- strategies to use at home
- advice and support to your child's teachers
- a group with other children
- equipment to help your child do things
- working on your goals with a member of the team at home or school

## Confidentiality

- All information we receive about your child is strictly confidential.
- We will only share information with other professionals involved in your child's care (e.g. teacher or doctor).
- If you have concerns regarding this, please contact us as soon as possible.

