

9 PAEDIATRICS	Cork University Hospital		ACTION CARD NUMBER
	Paediatrics		9.1
You Report To:	DON/ADON	You Brief:	Ward Staff
Overall Responsibilities	<ul style="list-style-type: none"> Management of the ward during the major emergency Provide assistance as required, identify discharges and transfers 		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none"> If requested deploy staff nurse to the ED Advise all visitors to leave the hospital Identify potential discharges for Head of Bed Management Do not allow staff to leave shift unless instructed to do so 		<ul style="list-style-type: none"> Advise all staff of alert Identify nurse to attend ED 	
Consider these points <p><u>Deputy Nurse in Charge</u></p> <ul style="list-style-type: none"> Liaise and cooperate fully with the Nurse in Charge. Contact CNM2 and Nurse Service Manager. Contact off duty Nursing Staff and establish availability for duty. Exclude staff on the next shift. Inform Housekeeping staff and Supervisor of the potential number of bed spaces that require cleaning. Check with Pharmacy and Controlled Drugs Supplies, and restock as appropriate. Inform 1B Reception Staff to transfer/discharge patients on the computer. <p><u>Relatives/Public Evacuation</u></p> <ul style="list-style-type: none"> Visitors & Relatives notified by the CNM in charge about the Major Emergency Plan. Ask Visitors/Relatives to leave via front door (main entrance) using the stairwell where feasible and exiting same at level 1 on the main concourse. Proceed as normal to car park and exit via the main entrance (avoiding the Emergency Department). Inform Visitors/Relatives that Lifts are prioritised for Patient Transfer. In the event of patients being discharged immediately it may be prudent to ask relatives to wait in order to accompany the patient home. 			

Version Control	Date Approved	DD/MM/YYYY	Valid Until	DD/MM/YYYY