

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

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