

9 Paediatric Wards	Cork University Hospital		ACTION CARD NUMBER
	Seahorse OPD Day Unit		9.4
You Report To:	CNM3/ADON	You Brief:	Department/Ward Staff
Overall Responsibilities	<ul style="list-style-type: none"> • Swift discharge of children in OPD and Seahorse • Ensure new appointments sent out • Co-ordination of transfers for discharge from wards • Delegate staff to go to ED if required 		

IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION

ON ACTIVATION	ON STANDBY
<ul style="list-style-type: none"> • Liaise with CNM's from the children's unit • Delegate staff to go to ED • Delegate staff to manage discharge area • Discharge as many patients as possible, i.e. those for blood tests, reviews ensure that they have appointments for return review. • Ensure patients in theatre have a bed to return to. • Staffing will be from the unit wide compliment. • Security must be available for the unit as there is the possibility that the children will not have parents or guardians in city, county or country • Only parents can be accommodated on the unit and • Ward clerk must be available to the unit to ensure bed records are up to date, especially if children are transferred to or admitted to Seahorse with no parents. 	<ul style="list-style-type: none"> • Advise all staff of alert • Identify nurse to attend ED

Consider these points

- Many children could be on the ward without parents or guardian awaiting discharge

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