

9 Paediatric Wards	Cork University Hospital		ACTION CARD NUMBER
	Puffin Ward - CNM2		9.5
You Report To:	CNM3/ADON	You Brief:	Department/Ward Staff
Overall Responsibilities	<ul style="list-style-type: none">Identify potential children for transfer/dischargePrepare to receive children from the Emergency DepartmentManagement of the ward during the Major emergencyProvide assistance as requiredReturn ward to normal routine		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
<ul style="list-style-type: none">Liaise with the Consultant/Registrar on-call regarding the number of patients suitable for discharge.Inform the Head of Bed Management of the potential number of available cots, ensuring that the patient in Theatre, X-Ray and/or undergoing elective surgery is accommodated.Continue the necessary communication with the Bed Management Unit regarding admissions and discharges.Inform all staff on-duty of the current situation and keep them updated.Organise staff to transfer all discharged patients promptly, ensuring the parent/guardian is aware of the current situation.If requested deploy staff nurse to the EDAdvise all visitors not Parents to leave the hospitalDo not allow staff to leave shift unless instructed to do soReview all roles as events occur and make the necessary changes. <p>Advise the CNM3 of the number of nurses available to be relocated to other departments in the hospital if no children involved in major incident.</p>		<ul style="list-style-type: none">Advise all staff of alertIdentify nurse to attend ED	

<ul style="list-style-type: none"> • Liaise with nurse in charge on Ladybird and accept any transfers to the ward to facilitate freeing of beds, transfer Children to Seahorse if they are pre- discharge to free up single rooms on Puffin for any age group child. • 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 cot spaces that require cleaning. • Check with Pharmacy and Controlled Drugs Supplies, and restock as appropriate. • Accompany children awaiting discharge to Seahorse Ward • Direct HCA to ensure satisfactory stock and beds ready 	
Consider these points	
<ul style="list-style-type: none"> • Wards must continue to function and preparation must begin to return to normal 	

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