

Civil Hospital Gurgaon	Standard Operating Procedure No 5,7	Document No CH/GGN/PS/4
	Paediatric Ward, SNCU	Date of Issue: 01-01-2016

SOP5,7 : PAEDIATRIC WARD, SNCU

1.0 POLICY:

The Hospital provides following paediatrics services to all irrespective of caste, creed or economic status.

Paediatric and Neonatal patient's assessment includes detailed nutritional growth, psychosocial and immunization assessment.

Infant/Neonate security is maintained through ongoing patient and staff education on the abductor profile, facility specific security procedures, and Safe Place security system incorporating an interdisciplinary cooperation from Nursing, Administration, Security, Medical Staff, and Risk Management.

2.0 PURPOSE:

- To provide paediatric services to the patients
- To ensure that all Paediatric patients of the hospital undergo an appropriate assessment by qualified individuals on the basis of which a plan of care can be established
- To protect infants and children from abduction/removal by unauthorized persons, or, from children inadvertently wandering off the unit

3.0 SCOPE: Paediatric Department. It includes all inpatients, outpatients and emergency patients from Paediatric age groups.

Documented procedure is followed for the assessment of paediatric patients.

4.0 RESPONSIBILITY: Pediatric Consultants, Pediatric OPD, Security

5.0 DISTRIBUTION : Paediatric Consultants, Paediatric OPD.

6.0 PROCESS DETAILS:

6.1 DESCRIPTION OF THE PROCESS:

The Hospital provides following paediatrics services to all irrespective of caste, creed or economic status.

The Hospital provides following paediatrics care services: -

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SPECIALTIES	SUB SCOPE	NOT IN SCOPE AT PRESENT
Paediatrics and Neonatology	a. Immunization Services b. OPD Consultation c. Medical Management d. SNCU(NICU)	Paediatric Surgery PICU

Paediatric assessment Policy

Paediatric and Neonatal patient's assessments includes detailed nutritional growth, psychosocial, immunization assessment and safe parenting and same is documented in the medical record like growth chart(Only for PEM), immunization chart, paediatric assessment form etc.

Paediatric department is also providing counsellor services which is dealing with Parental guidance

Documented procedure is followed for the assessment of paediatric patients.

PEDIATRIC ASSESEMENT FORM

Name:
Age:
Presenting Complaints:
HOPC:
Past History:
Prenatal History
Family History:
G/D History:(A) Anthropometry Weight: Height: HC MAC BMI (B) Development (C) Fine motor, adaptive and social response

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(D) Social, mental and Language
Immunization History:
Feeding History:(A) Exclusive BF till (B) Weaning started: When_____
How_____
(C) Total calorie intake
General Physical Examination:
Systemic Examination:
Respiratory System
Cardiovascular System
Abdomen
Spine and Limbs
Neurological examination

Child / Neonate abduction Policy:

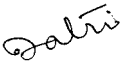
Highest level of security is provided 24 hours in the areas neonates are kept for safeguarding them from unwanted events. Any event of neonate abduction or abuse is immediately reported to Medical Administrator who should immediately take action for investigating the matter. Corrective and preventive actions are undertaken

Following provisions are made for preventing any unwanted events in child / neonates

- i. Neonatal patients are admitted only in SNCU.
- ii. This ward have 24 hours availability of security guard
- iii. One identified relative is allowed to stay with the patient in Paediatrics wards.
- iv. Relatives request for visiting the neonate is allowed only by concerned doctor in his / her physical presence
- v. All staff in the hospital (including outsourced) have identity badges and records of their contact details available with the hospital

6.1.1 Staff Identification:

Personnel authorized for direct contact with patients must wear a current photo identification card.

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6.1.2 24 Hour Lockdown:

The SNCU providing care to infants are on a 24-hour lockdown. Access to these units by anyone other than authorized personnel is restricted and controlled from within the patient care unit.

6.1.3 Patient Education:

Security information will be discussed with parents during prenatal classes and hospital tours.

Upon admission, parents and family are informed of the measures in place for infant/child security.

6.1.4 Staff Education:

- Staff will receive educational training on protecting infants and children from abduction, including, but not limited to: the offender profile, recognizing unusual behaviour, prevention procedures, and the critical response plan (Code Pink).
- Instruction includes action to take when discrepancies in practice occur or questionable individuals are observed on the unit.
- Persons exhibiting unusual or suspicious behaviour are reported to the clinical coordinator, appropriate nursing supervisor, and security. He/she are positively identified and interviewed by the nursing supervisor and security.
- Security and Nursing personnel conducts periodic “Code Pink” drills.

7.0 REFERENCES :Emergency Preparedness manual

8.0 RECORDS AND FORMATS :Paediatric assessment form

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