



PAEDIATRIC INTENSIVE CARE UNIT CARDIFF & VALE NHS TRUST

Nursing Guidelines for Transfer back to children's wards in University Hospital of Wales from PICU

All children should be escorted by a qualified nurse.

All children should have a documented telephone medical handover prior to being moved.

All ward areas should be aware that the child is arriving and a time agreed for transfer.

Porters should be booked via portertrac system.

All children no matter how well they may look should be transferred with:

- an appropriate size oropharyngeal airway
- clear mask and self inflating bag of appropriate size with reservoir
- a discharge summary, ensure a discharge sticker is complete in the child's notes
- full nursing paperwork & handover documentation
- paperwork and scans from other trusts
- Suction (if child has tracheostomy)
- Oxygen (only if required)
- Saturation monitoring should be used and **will** be required if the child is receiving any oxygen on transfer.

Children should be transported in a bed; cot or infant warmer. They should not be carried by parents or nursing staff unless transported sitting on a lap in a wheelchair.

Parents should be informed of their child's planned discharge. If it is not possible to contact the parents on mobile numbers this should be documented but should not delay the child's discharge internally.

Full handover should be given to the nurse caring for the child.

All equipment used for transfer should be returned to PICU and be recharged

Alison Oliver reviewed August 2012

PAEDIATRIC INTENSIVE CARE UNIT
Cardiff & Vale NHS Trust

Nursing Guidelines for the transfer of a child from the Paediatric Intensive Care Unit back to its local DGH (District General Hospital)

All Children that are transferred back to their DGH should be escorted by a qualified nurse who is at least PLS competent.

All children should have a documented telephone medical handover prior to being moved.

All children no matter how well they may look should be transferred with:

- an appropriate size oropharangeal airway
- clear mask and self inflating bag of appropriate size with reservoir
- If not travelling on our retrieval ambulance please ensure that the vehicle has adequate supplies of oxygen and functioning suction in the vehicle.
- Monitoring will be dependent on the condition of the child but a saturation probe should be attached as minimum to monitor condition for journey duration.
- The propaq can be used for saturation monitoring if using the retrieval trolley, if not use the portable masimo boxes. This must be safely secured to the trolley if using St John ambulance and should not be strapped anywhere near the child's head.
- When transferring small infants you may need to use a "Transwarmer" for the journey. All children should be suitably covered for the duration of the journey.

- A discharge summary, ensure a discharge sticker is complete in child's notes
- Full nursing handover paperwork. The nursing handover sheet should be checked by the nurse in charge if the nurse escorting is not retrieval trained.
- Photocopy of recent UHW medical notes
- Any local notes or x-rays should be taken back with the child on discharge.
- Prior to departure the nurse should telephone the receiving ward to inform of transfer.

The child must be secure for the duration of the journey harnessed or seat belted onto the retrieval trolley or an ambulance seat if preferred by the child of over 11yrs. **No children** should be transferred sitting with parents. All parents and staff **must** wear a seatbelt for the duration of the journey. Car seats should **not** be used in the retrieval vehicle and should never be attached to the Ferno trolley or equivalent for transfer. Car seats may be used on occasion in standard vehicles if it is the **child's own** car seat from home.

If parents are not staying or travelling with their child they should be made aware of the plan for transfer by the nurse transferring.

All nurses should be trained in using any equipment necessary for transfer and the winch mechanism on the retrieval vehicle. **Blue lights should never be used for transfer back to DGH.**

Reviewed Alison Oliver August - 2012

