

Paediatric Intra & Inter Hospital Guidelines

Key Points

- To provide guidance for staff to ensure that when a child/infant requires transfer within the hospital or to another hospital it is carried out in a safe and timely manner.
- To ensure there is full and proper communication between health care professionals, child & parent(s) so that they understand the process.
- To ensure appropriate healthcare are informed of the need for transfer, when applicable which may include South Central Ambulance Service (SCAS) or Southampton and Oxford Retrieval Team (SORT).

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Abbreviations

SORT	Southampton and Oxford Retrieval Team
SCAS	South Central Ambulance Service
STOPP	Safe Transfer of Paediatric Patients Tool
CPAP	Continuous Positive Airway Pressure
NIV	Non-Invasive Ventilation
PCCMDS	Paediatric Critical Care Minimum Data Set
OPD	Operating Department Practitioner
AVPU	The AVPU scale (Awake, Voice, Pain, Unresponsive)
ICP	Increased Intracranial Pressure
PICU	Paediatric Intensive Care Unit

Introduction

It is the aim that such transfers are carried out as soon as practically possible and when clinically indicated. An assessment of the child by an appropriately trained healthcare professional, suitable equipment and escort arrangements with fully completed documentation will be completed before and during the transfer, as required.

Scope

This guidance applies to all staff providing clinical care to children within Frimley Health's, Frimley Park & Wexham Park sites. Notably ED, PAU, Ward 24, Ward F1, CACOU, Theatres and Recovery, Radiology including CT and MRI scanner.

Objective

To ensure that staff have access to and follow the correct procedures for transferring children within the Wexham Park and Frimley Park site and to other hospitals.

Note : Child* refers to all patients from 5 days to their 16th birthday who will be under the direct or indirect care of paediatricians and those 16- 18 year olds who have expressed a preference to be cared for within Paediatrics.

Parent(s)** refers to the person or people that hold parental responsibility for the child which could be parent, carers or local authority.

Intra-Hospital Transfer

The majority of transfers are routine – e.g. from ED to PAU and from PAU to the Ward. The four elements of documentation, assessment, equipment, and escort will be considered in all cases.

Specific requirements in addition to the above, for transfers between Ward and Theatres:

Assessment

- An ABCDE clinical assessment should be documented along with a full set of observations – including a PEWs prior to transfer.

Documentation

- Theatre/procedure – Consent Form
- Pre-op fasting information
- Pre-op safety checklist
- Summary of operation/procedure – signed and dated by surgeon clearly on EPIC.
- Clear post-op instructions
- Printed Medication Administration Record with appropriate analgesia, fluid management, oxygen prescription.

Equipment

- The child/young person has had choice in the method of transport (carried by parent, walking or on the bed/trolley)

- Following an operation with anaesthesia – Oxygen and suction must be available as a minimum.
- Children should be transferred back to the ward on a trolley/bed. (Where young babies are carried by a parent/carer then a trolley/bed with appropriate facilities must be provided).

Escort

- A member of staff with appropriate skills has been identified to be with the child and parent.
- Parents are aware of their roles and responsibilities throughout the process.
- A registered nurse must accompany the child from recovery to the ward, allowing one parent/carer to be present in recovery and escort child back to the ward.
- Handover of the child to ward staff should include clear post-operative instructions.

All Inter-Hospital Transfers

STOPP form (2020) to be completed for **ALL** transfers of Paediatric Patients:

- Complete STOPP form to identify transfer category (2020) (Appendix 1).
- For level 3 and time critical call SORT on 02380775502 for advice before proceeding.
- For all patients where a SORT transfer is not indicated call SCAS on 999 for transfer.
- Identify and contact appropriate staff and transfer crew:

Transfer Categories:

- **Level 0**- Patient can travel in own transport (staff ensuring they have appropriate safety arrangements e.g. car seat/booster cushion) or with hospital transport/SCAS- no nurse escort required.

- **Level 1**

If **NO** triggers can travel with a Nurse or appropriate trained ambulance crew.

If **YES** but no potential airway compromise can travel with a competent Nurse or Doctor and appropriate ambulance crew.

If **YES** and potential for airway compromise to be discussed with SORT and a competent Nurse and Paediatric resuscitation competent Doctor and Ambulance crew to transfer or SORT transfer if agreed jointly.

- **Level 2**- To be discussed with SORT, a competent Nurse and Paediatric resuscitation competent Doctor and Ambulance crew to transfer or SORT transfer if agreed jointly.
- **Level 3**- Discuss with SORT. For SORT transfer unless time critical (Level 4).

- **Time Critical** - Time critical including neurology referrals. Discuss with SORT. To transfer with Local team: Anaesthetist, Nurse and Paediatric resuscitation competent doctors and appropriate ambulance crew.

Parents/Carers may accompany their child in an ambulance if the ambulance clinicians deem it safe for them to do so, otherwise they will be given instructions and contact details of ward/dept and be encouraged to leave ahead of the child and not follow the ambulance.

- Obtain correct working equipment as identified by STOPP form. Equipment must be well maintained, fully charged and should be always available. The equipment required will be determined during the patient assessment. Consideration to advanced equipment should be considered in the event of the patient deteriorating during the transfer.

Inter-Hospital Transfer of Mental Health Patient

STOPP form to be completed for all patients before transfer if no clinical triggers arrange transport as follows:

- If the patient is not under a Mental Health section and is not under 1:1 supervision, they can travel in their own transportation with parent/guardian.
- If the patient is not under a Mental Health section but is being 1:1, 1:2 etc or is at risk, to call hospital transport see numbers below.
- If the patient is under a section, to arrange for a **secure** ambulance on the numbers below. Stating that the ambulance needs to be secure and is for a mental health patient.

Hospital transport numbers for both non-secure and secure ambulances:

- 01264310303- Ambulance 24
- 01183130280- L+T ambulances
- 07526716957- LSA ambulances

Reference

Oxford and Southampton Children's Hospitals Network STOPP Form 2020, available at [STOPP safe transfer of paediatric patients tool \(interhospital transfer tool\) \(sort.nhs.uk\)](https://sort.nhs.uk/safe-transfer-of-paediatric-patients-tool-interhospital-transfer-tool) [Accessed 17/01/2024]

Appendix 1: STOPP form

SYSTEM	OBSERVATION	ASSESSMENT
A	Stridor/Stertor or anticipated Airway Risk i.e. Foreign body	YES/NO
B	Respiratory Rate = Is it outside normal age adjusted range?	YES/NO
	Respiratory Distress of concern, i.e. marked retractions or early exhaustion	YES/NO
	O2 Need > 2L/min to maintain > 94% saturations, Emphysema in any oxygen, High Flow Oxygen, CPAP/BiPAP	YES/NO
	Intubated and Ventilated	YES/NO
C	Systolic BP = Is it outside normal age adjusted range?	YES/NO
	Capillary Refill > 2 sec Or HR outside normal range =	YES/NO
	Is Blood Gas lactate > 2 OR Base Deficit > 2	YES/NO
	Fluid boluses > 40mls/kg within 6 hours	YES/NO
D	Level of consciousness – AVPU (P or U) or falling/fluctuating level	YES/NO
	Risk of progressive intracranial event or signs of raised ICP i.e. bradycardia; hypertension; abnormal breathing; unequal, dilated or fixed pupils	YES/NO
	Newly Diagnosed inborn error of metabolism	YES/NO

ARE ANY OF **A B C D** TRIGGERED?

IF YES, ENSURE PAEDIATRIC CONSULTANT IS AWARE AND HAS AGREED TRANSFER

COMPLETE TRANSFER RISK ASSESSMENT BELOW

IF INDICATED CONTACT PICU CONSULTANT VIA SORT: 02380 775502 FOR ADVICE BEFORE PROCEEDING

Planner for staff and communication requirements before transfer			
TRANSFER CATEGORY	ANY TRIGGERS	Is SORT DISCUSSION MANDATORY?	STAFF REQUIRED (examples only)
Time Critical (Level 1-3) Traumatic Brain Injury, Ischaemic gut, Life or limb threatening diagnosis	Anticipated - yes	YES	Local Team: Anaesthetist, Nurse/ODP, and senior airway and Paediatric resuscitation competent Doctor AND appropriately trained ambulance crew
Level 3 (Advanced critical care) Intubated and Ventilated	Anticipated - yes	YES	SORT transfer unless time critical (rare exception may be palliative care)
Level 2 (Intermediate critical care) Level 1 + single system support requirements (e.g. CPAP, NIV) Or any PCCMDS Level 2 care	Anticipated - yes	YES	Nurse/ ODP <u>AND</u> Senior Airway and Paediatric resuscitation competent Doctor AND appropriately trained ambulance crew OR SORT transfer if agreed Jointly
Level 1 (Basic critical care) Children needing continuous monitoring or iv therapy Or any PCCMDS Level 1 Care <i>Can be difficult transfer: Joint decision between senior Nurse and Consultant</i>	NO	No	Competent Nurse or doctor OR appropriately trained ambulance crew
	YES	Probably (DISCUSS ALL EMPYEMAS)	Competent Nurse or doctor AND appropriately trained ambulance crew
	YES <u>And</u> potential for airway compromise	YES	Nurse/ ODP <u>AND</u> Senior Airway and Paediatric resuscitation competent Doctor AND appropriately trained ambulance crew OR SORT transfer if agreed Jointly
Level 0 (ward Level) Children not requiring continuous monitoring	Non-anticipated	NO	Parent/carer or Nurse or both Standard crew/transport

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Full version control record

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This guideline has been registered with the Trust. However, clinical guidelines are guidelines only. The interpretation and application of clinical guidelines will remain the responsibility of the individual clinician. If in doubt, contact a senior colleague or expert. Caution is advised when using guidelines after the review date.

This guideline is for use in Frimley Health NHS Foundation Trust hospitals only. Any use outside this location will not be supported by the Trust and will be at the risk of the individual using it.

Version History

Version	Date	Guideline Lead(s)	Status	Comment
1.0	January 2024	Clinical Matron for Paediatrics Ward Manager	Final	Cross site guideline.

Related Documents

Document Type	Document Name
Form	STOPP Form Oxford and Southampton Children's Hospitals Network