



Family Nursing & Home Care

Standard Operating Procedures Emergency Department Referrals to the Children's Community Nursing Team Caseload

April 2024

Document Profile

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Version Control

Date	Version	Summary of changes made
April 2024	1	New Standard Operating Procedures

Contents

Introduction	4
SOP 1 Criteria for Referrals from the Emergency Department (ED)	5
SOP 2 Initial Assessment	6
SOP 3 Pathway for Referral back to the Emergency Department Consultant	7

Introduction

This Standard Operating Procedure (SOP) has been developed to create a clear pathway for accepting referrals from the Emergency Department (ED) for all children aged 0-17 years inclusive who will require wound assessment and/or dressing.

The pathway will ensure the provision of equitable, safe and effective care for all children seen in the ED department including those who require admission to Robin Ward or a tertiary hospital.

This SOP does not replace professional judgement which should be used at all times. Where registrants work outside of the SOP informed by their professional judgement they should always record the rationale and evidence base for this decision making practice should be based on the best available evidence.

Where potential safeguarding issues are identified, FNHC will adhere to the Jersey Safeguarding Partnership Board's adult and child's safeguarding procedures, seeking safeguarding supervision as per organisational policy.

SOP 1 Criteria for Referrals from the Emergency Department (ED)

Purpose

To promote a robust referral process from ED to the Community Children's Nursing Team (CCNT) which will ensure access is available to all patient information in order for safe and effective decisions about clinical care to be made.

Scope

The SOP applies to all children aged 0-17 years (inclusive) who are resident or visiting Jersey, who have been referred to CCNT under the directive of the ED Consultant

Core Requirements/Procedure

- Referrals can only be received from ED for children with a wound (including burns and scalds) which will require assessment and/or dressing.
- The referral is made by a Registered health practitioner under the directive of the ED consultant.
- Referrals can be sent as an e-mail to Communitychildrensnursing@fnhc.org.je or via FNHC HUB (same as adult services) with referrals clearly labelled as 'Paediatric referral'.

SOP 2 Initial Assessment

Purpose

To complete a CCNT primary assessment of the patient's needs to inform appropriate care planning, delivery and risk management. This will include recording of physiological observations.

Scope

The SOP applies to all children aged 0-17 years (inclusive) who are resident or visiting Jersey, who have been referred to CCNT under the directive of the ED Consultant

Core Requirements/Procedure

The referral information provided by ED will include

- Name, Date of birth, URN
- Next of kin and contact details
- Demographics
- Outline of need for CCNT involvement
- Any relevant past medical history, allergies or medications
- Any Safeguarding or Lone worker concerns

It is expected that a CCNT registrant will undertake the initial assessment on all patients. For children requiring only one visit – a 'short term' assessment can be completed in place of the 'primary assessment' form.

Physiological observations to be recorded – baseline temperature, pulse and respirations and consideration given to recording blood oxygen saturations and Blood Pressure. If recordings not taken – rationale will be recorded in child's records on EMIS.

Ensure all relevant consumables and dressings are available for the first planned home visit. These will be provided by ED and additional supplies will be collected from ED if needed. Salisbury Burns unit guidance will determine protocols and dressing of burns.

The information listed below is the minimum requirement on first visit which is recorded on EMIS as a 'significant event'

- GP informed of admission
- Primary/short term assessment
- Completion of Staff safety checklist
- Physiological observations
- Care plan agreed and shared (written or verbal) with child/carer
- Voice of the Child
- Risk Assessments as indicated
- GP informed of discharge

SOP 3 Pathway for Referral back to the Emergency Department Consultant

Purpose

To ensure there is a clear pathway for referring children back to the ED Consultant (review of wound/ poor pain management)

Scope

The SOP applies to all children aged 0-17 years (inclusive) who are resident or visiting Jersey, who have been referred to CCNT under the directive of the ED Consultant

Core Requirements/Procedure

If the attending CCNT Registrant has concerns re any clinical wound – they will be able to contact the ED department and arrange review.

If a wound swab is taken – the ED consultant will be notified by e-mail and will follow up result – prescribing antibiotic medication if needed. This will be communicated to parents and CCNT by ED consultant.

If a child reports pain which is not relieved with universal or prescribed analgesia or distraction – review in ED will be arranged.

As CCNT is a 09.00-17.00 Monday to Friday service – all families will be made aware that if a dressing is required on the weekend they will need to return to ED for this. CCNT will liaise with ED to confirm a time for attendance.