

9 PAEDIATRIC WARDS	Cork University Hospital		ACTION CARD NUMBER
	Ladybird CNM/Deputy		9.6
You Report To:	CNM3/ADON	You Brief:	Ward Staff
Overall Responsibilities	- Identify potential children for transfer/discharge - Prepare to receive children from the Emergency Department - Management of the ward during the Major emergency - Provide assistance as required		
IMMEDIATE ACTIONS ON NOTIFICATION/ACTIVATION			
ON ACTIVATION		ON STANDBY	
- 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/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 ED - Advise all visitors not Parents to leave the hospital - Do not allow staff to leave shift unless instructed to do so - Review all roles as events occur and make the necessary changes. - 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. - Liaise with nurse in charge on Puffin and accept any transfers to the ward to facilitate freeing of beds, transfer babies to Seahorse if they are pre-discharge to free up single rooms on Ladybird for any age group child. The HDU unit MUST be prepared for admissions, age to be		- Advise all staff of alert - Identify nurse to attend ED	

negotiated with consultant and ADON • 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	
Consider these points	
• 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