

Standard Operating Procedure

The operating procedure set out below must comply with the Data Quality Principles set out within Trust Data Quality Policy

Title:	Care Provision Standard Operating Procedure For the provision of care for paediatric patients in Derby Private Health Suite
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Please refer to [Koha Policies and Guidelines Catalogue](#) for the most recent version.

SOP Document Controls:

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1. Introduction

To define the operational process for the provision of paediatric care within Derby Private Health (DPH), Outpatient area, Minor Operations Room, and Ward.

2. Purpose

To ensure the safe provision of the service that meets the needs children and young people, in line with the Clinical Guidelines: **Caring for children and young people in hospital University Hospital Derby and Burton**. This guidance document highlights the recommendations of Getting the Right Start: National Service Framework (NSF) for Children: Standard for Hospital Services (D.O.H 2003)

- Children/ young people refers to anyone under the age of 18yrs old.
- To ensure there is clear agreement on the appropriateness of children and young people presenting to each area, as named above.
- To ensure the provision of a suitable environment for appointments/ treatment to take place.
- To ensure a safe/smooth pathway for the patient
- To ensure the safe administration of medications appropriate to age/ weight

3. Scope

Applicable to the Private Patients Suite only

4. Abbreviations and Definitions

< A table detailing each abbreviation/acronym in the document. Also include any terms that should be defined or used as a keyword >

<i>DPH</i>	<i>Derby Private Health</i>
<i>DOH</i>	<i>Department of Health</i>
<i>NSF</i>	<i>National Service Framework</i>

5. Responsibilities

< List the individual roles that are allocated specific responsibility for carrying out the actions contained within the SOP >

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6. Procedure

Outpatient Area

- It is agreed that **patients of any age** can attend for clinic appointment only.
- Patients will be accompanied by parent/ appropriate adult, at all times.
- Baby changing facilities and disabled toilets are available.
- Reception staff will greet patients and Inform nursing staff/consultant that patients have arrived.
- A nurse/ HCA will be available to chaperone during any examination.
- Our dermatology consultants may perform cryo- therapy on children over 4 years of age during a consultation.
- Appropriate wipe clean age-appropriate approved toys and books will be available.

Minor Procedures Room DPH

- It is agreed that **only children/ young people aged 14 and over** can be treated on the minor procedures room at Derby Private Health.
- Consideration should be given to the size, maturity, developmental stage of the individual child/young person.
- The patients will be greeted into DPH outpatient reception area as above.
- The patient, consultant and parent/appropriate adult must be aware that this is an adult environment.
- Consent will take place in a separate clinic room prior to the procedure room, parent/ appropriate adult will be present, both patient and parent/ appropriate adult will be involved in decision making around the treatment.
- Present during the procedure will be the patient, parent/appropriate adult, consultant performing the procedure and at least one trained nurse and/or band 3 HCA assistant as required.
- Local anaesthetic only is used during procedures in the minor op room and is administered by consultant performing the procedure only.
- Local anaesthetics appropriate to be used on children/young adults aged 14 years and up are:
- Medications used:
 1. Lidocaine 1% & 2% (10 and 20mg/ml) (dose 3mg/kg)
 2. Levobupivacaine 0.25% & 0.5% (2.5mg/ml and 5mg/ml) (dose 2mg/kg)
 3. Lignospan 2% (20mg/ml) (dose 3mg/kg)
 4. Xylocaine 1% with adrenaline(epinephrine) 1:200,000 (dose 7mg/kg)
 5. LMX Lidocaine 4% topical cream adults and children over 1 year max 2.5 grams of cream applied to area.
- All dosing of medications are weight dependant and the responsibility of the named consultant.
- Local Anaesthetics will be administered by the consultants and dosed appropriately according to weight.

- Nursing staff with second check all medications.
- STOP moment will be carried out with all present prior to the start of the procedure.
- All procedures are documented in the procedures log.

Inpatient Admissions

In line with NSF guidance, children and young people will not be admitted to DPH ward area as inpatients.

- Following referral from the consultant/secretary to DPH, the DPH admin team will book a pre-op assessment with the paediatric team.

Patients requiring a day case procedure or in patient stay will then be admitted directly to a children's ward within UHDB, to be booked in line with the Paediatric theatre booking for private patient S.O.P.

Safety precautions

Advice can be gained from: Children's Hospital Site Practitioner bleep 6516. Consultant Paediatrician on call (QHB and RDH) contact via switchboard

- Medications to be administered by an adult trained nurse working only within their scope of practice.
- In line with CQC guidance there are children's services a consultant paediatrician within the trust.
- In the event of an emergency there is a paediatric anaphylaxis box located on the crash trolley on the ward.
- The trust crash team are aware that DPH have children and young people attending the outpatient area.
- The nursing and support worker staff are all paediatric life support trained and there is paediatric life support equipment on the ward crash trolley.
- The nursing and support worker staff have all had safeguarding training for adults and children.
- Safe transportation and storage of cryo-therapy in the outpatient clinic area
 1. Filled and transported from ward services by trained staff.
 2. Stored in a upright position to avoid spillage
 3. Spillage instruction leaflet displayed.
 4. Room ventilated when stored or in use.
 5. Warning liquid nitrogen in room notice displayed on door.

7. Information Governance

No IG concerns in terms of information sharing

8. References and Associated/Linked Documents

Published June 2013	Day Surgery for Children and Young People RCN Guidance
Published 2024	Clinical Guideline, Caring for children and young people in hospital at University Hospital Derby and Burton
Published 4 October 2004	The National Service Framework for Children, Young People and Maternity Services Standard 7 – Hospital Services

9. Appendices