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| **Care Group 5 Outpatients ~~York~~**  | Reference:**Management of Outpatient Paediatric Consultations** |
| **Business Continuity Action Card Template** |
| **Planned Consultant outpatient appointments for children** |
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**PURPOSE:**

To advise staff of the procedure for managing Paediatric Outpatient appointments, during COVID season.

**SCOPE:**

Please note a letter has gone out asking parents not to bring their child and that they will receive a phone apartment by their consultant (or another consultant) at the usual appointment time.

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| **No**  | **Action**  | **Notes**  |
| 1 | On the day of your clinic ring each family at or near the appointed time  |  |
| 2 | If this cannot be done on that day you could do it 1 or 2 days after . If it is done on an earlier day CURRENTLY you will not be able to do outcomes. This may change.Families have ben advised to contact us if their phone apt has not happened within 48 h of expected |  |
| 3 | Outcome the child from cpd in the usual way. i.e. discharge or arrange follow up at the usual time. Advise the family that follow up might be by phone again. Copy your letter to the family routinely  |  |
| 4 | If you feel the child needs to be seen face to face by yourself let CDC admin know. Some capacity for video consultations will be available. Details to follow . 1 x daily clinic with children spaced out in time and place will be staffed by nursing team . Families will be advised not to attend if they or family member has symptoms. Only one family member can come with the child  |  |
| 5 | If you need to see the child and you feel they need blood tests please consider whether you can do this at the same time. (to avoid a repeat visit)  |  |
| 6 | If you feel the child needs to come in for BP, weight or urine dip but doesn’t need to be seen by YOU let CDC know. They will arrange this and enter the results on cpd |  |
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**Version 2 4/04//20 Jo Mannion Care Group Director Family Health**