SUMMARY OF STANDARD OPERATING PROCEDURE (What to do…..)

A DATIX MUST BE COMPLETED FOR ALL INCIDENTS / EVENTS / NEAR MISSES

EACH ONE SHOULD BE GRADED USING THE PICU RISK MATRIX

PICU RISK MATRIX SCORE

1 - 3   'acceptable risk'
generates an informal discussion about incident and possible implications with a Band 7
This particular incident will then be closed without the need for any further action.
All nurses involved should be highlighted on the Datix for Sharon Coulson to review.

4 - 6   follow the A, B, C Proforma process.
Proforma C requires an essay of 1,500 words entitled ' The Responsibility and Accountability of a Registered Nurse in relation to the Medications Administrations Process.' Please submit this to Bev for review.

8 +   move straight to Proforma B and escalate appropriately
Guidance for what to do next can be found on the LTH Risk Management Policy by following the links overleaf.

- The Band 6 or 7 on duty - preferably when the error happens - initiates the process. If required, he/she takes the **Relevant Proforma** out of the purple file and works through it with the member of staff who has made the error. (Incident score and frequency of error will dictate which proforma is used).

- If a Band 6 initiates this process it should then be handed over to a Band 7 for completion.
  - For various reasons, it may be more appropriate for a Band 7 on a subsequent shift or the staff member's PDG leader to lead the process but it must be led by a Band 7 (see SOP)

- The process should be started as soon as possible after the incident happened and within a week except under exceptional circumstances.

- The Band 7 and nurse/nurses should work through the relevant Proforma and make a plan for when the work will be completed.

- Whilst this is in progress the proforma should be kept in the 'Medication Related Incidents' file in Sharron Frost's office.

- Staff who have made a calculation error will complete one of the paper **'Paediatric Dose Calculations'** sheets kept in the purple folder. Once completed this can be given to Bev Robinson for marking and feedback.

- Staff who have made a Policy / Procedure error can take one of the '**Accessing ESR'** sheets from the purple folder and will need to complete the e-learning package outlined

- **It is only necessary to witness the nurse administering a medication (IV or enteral) if the error involved this process.**

- Once the proforma, and any necessary exercises have been completed the nurse can resume medication administration.

- The completed proforma's should be left in the pink MRI in progress folder in Sharron's office or left in Sharon Coulson's post tray to be filed.

Links to the LTH Risk Management Policy:

- o LTH Homepage
- o Policies
- o All Policies and Procedures by Category
- o Document Category: Health and Safety
- o Document Category: Risk Management
- o Risk Management Policy
- o Guidance on escalation and management of incidents - see Appendix D, Page 15

Updated January 2017
For Review January 2020