

## Emergency Department Safety Checklist

Name: \_\_\_\_\_ MRN: \_\_\_\_\_ Date/Timebooking in: \_\_\_\_\_

	Action	Time	Initials	Comments	
<b>1st hour completion time</b>	Assessment/Triage				
	Vital signs measured + NEWS recorded				
	<i>ECG recorded if appropriate (within 10 minutes)</i>				
	<i>ECG reviewed by Dr (within 30 minutes - <b>time</b> on ECG)</i>				
	Hello my name is .....				
	Undressed and gown				
	Name band and allergy band (if appropriate)				
	Pain score assessed & analgesia administered (if appropriate)				
	Sepsis suspected NEWS 5 or above				
	IV access + VIPS chart in EPR				
	Blood tests as per appropriate order set				
	Imaging (Stroke, # NOF within 1 hour, CT HI on Warfarin)				
	Medication and IV's given (Within 1hr for Sepsis)				
	Refer to RAID (if appropriate)				
	Patient updated on plan of care				
	<b>Specific Pathway Triggered (see box 1)</b>				
	Specialty bed required				
Pathway commenced (e.g. Sepsis, Asthma, Stroke, DKA, GI bleed)					
<b>2nd hour completion time</b>	Vital signs measured + NEWS / PAWS recorded (Escalate Deterioration)				
	Pain score assessed				
	Medication administered as appropriate - regular meds, abx				
	Next of kin aware				
	Refreshments offered (if not NBM)				
	Seen by clinician (escalate to NIC if not)				
	Patient updated on plan of care				
	<b>Pressure Area Care:</b>				
	<i>Assessment undertaken</i>				
	<i>Waterlow and Pressure Care</i>				
	<i>Care plan commenced (as appropriate)</i>				
	<i>Datix</i>				
	<b>Patient good to go:</b>				
	<i>Patient ready for transfer</i>				
<i>Specialty bed confirmed</i>					

3rd hour completion time	Vital signs measured + NEWS / PAWS recorded (Escalate Deterioration)			
	Pain score assessed			
	Medication administered as appropriate - regular meds, abx			
	Refreshments offered (if not NBM)			
	Review by senior doctor and speciality doctor (if necessary)			
	Regular medication administered (if appropriate)			
	Update patient on plan of care			
4th hour completion time	Vital signs measured + NEWS / PAWS Recorded (Escalate Deterioration)			
	Pain score assessed & analgesia administered as appropriate			
	Refreshments offered (if not NBM)			
	Medication administered as appropriate - regular meds, abx			
	Hospital bed ordered if no speciality bed available			
		Update patient on plan of care		
5th hour completion time	Vital signs measured + NEWS/ PAWS recorded (Escalate Deterioration)			
	Pain score assessed & analgesia administered as appropriate			
	Refreshments offered (if not NBM)			
	Medication administered as appropriate - regular meds, abx			
	Review by senior Dr and Medical/Surgical review			
		Patient on hospital bed		
6th hour completion time	Vital signs measured + NEWS/ PAWS recorded (Escalate Deterioration)			
	Pain score assessed & analgesia administered as appropriate			
	Refreshments offered (if not NBM)			
	Review by senior doctor			
	Medication administered as appropriate - regular meds, abx			
		Update patient on plan of care		
Referrals & Pathway/Speciality Triggers if required	Adult safeguarding referral			<b>Box 1 - Specialty Bed Trigger:</b> Sepsis <input type="checkbox"/> Source dependant MAU/SAU/Gynae/Ortho Stroke/TIA <input type="checkbox"/> Acute Stroke Unit Upper GI Bleed <input type="checkbox"/> HRI MAU or SAU DKA <input type="checkbox"/> MAU      # NOF <input type="checkbox"/> HRI NIV <input type="checkbox"/> MAU Chest Drain <input type="checkbox"/> MAU or SAU
	Child cause for concern referral			
	Mental health REACT completed			
	Mental Health referral			
	MARAC			
	Frailty team referral			
Adapted by Emma Palmer-Hoyes (November 2017) from Jason Lugg & Hayley Thomas (November 2014)				