

Paediatric ED Attendance Reports

Must be completed every Night, after Midnight, at both sites

- 1 Open **DA2 (Explorer Menu)**
Double click **Explorer Reports, Main Menu, ED Reports, ED Paediatric Attendance Report**
- 2 Click **printer icon** next to **Output** drop down, select **Printer, CHFTSecurePrint, OK**
- 3 Select **Calderdale and Huddersfield NHS Foundation Trust** from the Trust drop down menu.

- 4 Enter **Reporting Period Dates and Times:**
 - a) The **Start Date** and the **Finish Date** must **BOTH** be the day before (i.e. date your Night shift started on)
 - b) The **Start Time** must be 00:01 and the **Finish Time** must be 23:59.

Select **CRH or HRI**, then **ED CRH or ED HRI**, as appropriate. Select **Execute**.

Discern Prompt: UKR_AE_PAED_ATTEND:DBA

Output to File/Printer/MINE: CHFTSecurePrint

Trust: CALDERDALE AND HUDDERSFIELD NHS FO

AND EITHER:

Start of reporting period: 14/06/2026 00:01

End of reporting period: 14/06/2026 23:59

Facility: CRH HRI

AE Departements: ED CRH Maternity Expected Patients SDEC CRH Maternity SDEC CRH Medical Expected Patients SDEC CRH Medical SDEC CRH

OR:

Patient MRN: _____

OR:

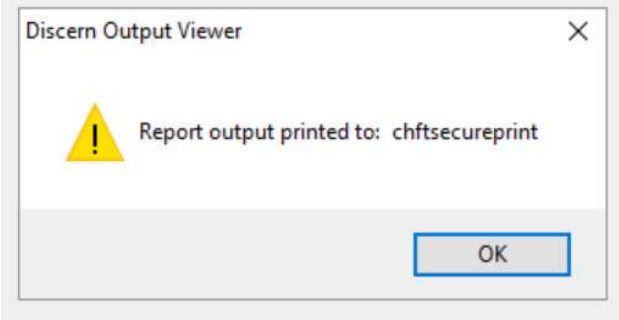
Patient NHS: _____

WARNING: Entering a MRN or NHS will cause all dates entered above to be ignored!

Execute Cancel

Return to prompts on close of output

Ready

| | |
|-----------------|--|
| <p>5</p> | <p>The below message will be displayed once the report has been run and sent to the printer.</p>  <p>Allow a minimum of 10 minutes before collecting the printing. Due to the size of the report, there can often be a small delay in all pages arriving at the printer.</p> |
| <p>6</p> | <p>After printing the reports, refresh your print list to check whether any further report documents have arrived.</p> |
| <p>7</p> | <p>Sort through the printed reports, stapling together each individual child's report.</p> |
| <p>8</p> | <p>Organise the reports by the area the child's home address is in, then post out to the below Children's services.</p> <p><u>Calderdale home addresses</u> Calderdale Admin Team, Horsefall House, Mulcture Hall Road, Halifax, HX1 1SP</p> <p><u>South Kirklees (Huddersfield) home addresses</u> Children's Admin Team, Slaithwaite Town Hall, Care Lane, Slaithwaite, Huddersfield, HD7 5AF</p> <p><u>Bradford home addresses</u> Bradford Child Health Department, Level 3, New Mill, Saltaire, Bradford, BD18 3LD</p> <p><u>Any other UK area</u> Send to the GP listed on the child's report</p> <p><u>Area outside of UK</u> Discard in confidential waste</p> <p>Reports can be grouped together and enveloped together to go to their appropriate service. Reports do not need to be sent separately to each other.</p> |
| <p>9</p> | <p>If you encounter technical issues and cannot print the reports –</p> <ol style="list-style-type: none"> 1) Check that you have followed all steps correctly 2) Ask your colleague to attempt to print them 3) Ask colleagues at opposite site to print them for you 4) You MUST escalate any issues to Valerie Cartwright or Natalie Owen so that we can help you get them resolved. |