Ashford and St. Peter's Hospitals
NHS Foundation Trust

# STANDARD OPERATING PROCEDURE

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| **TITLE: Admission of Paediatric patients up to 6 months of age for an ENT Flexible Nasendoscopy procedures on Oak Ward.** | |
| **PREPARED BY**:<br><br>**K.O'Toole** | **DATE**<br><br>**April 2024** |
| **RATIFIED BY** | **DATE** |
| **VERSION 1.0** | **REVIEW DATE** |

**PURPOSE**

- To outline the expected care process for patients up to 6 months of age who attend Ashford and St Peters Hospitals NHS Trust for ENT Flexible Nasendoscopy procedures on Oak Ward.
- To outline the roles and responsibilities of those involved in care delivery to ensure that we meet the needs of the patients and their families/carers.

**AIM / SCOPE**

- To ensure Ashford and St Peters Hospital NHS Foundation Trust provide high quality, evidence- based and safe personalised, care.
- This must be provided at the right time, in the right location and in a timely manner.
- To ensure the individual and their families have access to the highest level of care during their hospital admission.

**COMPETENCIES**

- All staff to carry out their specific job role to the best of their ability ensuring best care is given to achieve the best outcome possible.

**PROCESS**

- The ENT bookings team will liaise with Oak Ward provide the patient details.
- Oak Ward will determine a suitable date and contact the family to book the patient in as a Non-theatre patient.
- Oak Ward will discuss the following:
  - Nil by mouth instructions.
  - Can they feed straight after?
  - Do they need to bring anything with them?
  - What are the risks and benefits?
  - Why are we performing?
  - What happens during the procedure?
- Oak Ward will email a copy of the patient information leaflet if requested.
- Oak Ward will contact the family the day before the investigation to confirm appointment and patient attendance.
- Oak Ward will carry out a full set of observations upon arrival – weight, height, blood pressure, oxygen saturations, pulse, respiratory rate and temperature.
- The ENT consultant will supply the necessary equipment.
- The investigation will be carried out using a single use sterilised scope, suitable for this type of investigation (to be supplied by the ENT consultant). The details from the traceability sticker (attached to the scope packaging) is to be entered into the patient notes. The procedure will be carried out using appropriate infection prevention and control precautions, including hand hygiene.
- The ENT consultant will carry out the investigative procedure on Oak Ward, supported by the Oak Ward team as necessary.
- Patients may require a period of observation for 30 minutes, but can be discharged much sooner than this if well.

**RESPONSIBILITIES**

- All clinical staff are responsible for complying with this Standard Operating Procedure.
- The ENT bookings team will liaise with Oak Ward to determine the next available date to offer the patient.
- A named consultant from the ENT speciality to have responsibility and oversight of the care for the patient.
- The Oak Ward team will see to all patients' needs, ensuring best patient centred care is given considering personal and religious beliefs with dignity and compassion.

| RISKS |
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| • Minimal risk of trauma to nasal cavity creating a nose bleed.<br>• Risk of airway compromise / stridor / vasovagal response. |
| **MITIGATION FOR RISKS** |
| • As the process of a Flexible Nasendoscopy investigation is similar to insertion of an NGT, there is always a minimal risk of creating trauma to the nasal cavity resulting in a nose bleed.<br>• The potential of airway compromise / stridor cannot be ruled out. As a result, it has been deemed necessary to carry out the procedure on Oak Ward where there is support form the paediatric team – both doctors and nurses if a situation occurs. |