



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Emergency Room (Pediatrics)		
<b>Document:</b>	Departmental Policy and Procedure		
<b>Title:</b>	Referral of Pediatric Patients From Emergency Room to OPD		
<b>Applies To:</b>	All Pediatrics Staff		
<b>Preparation Date:</b>	January 05, 2025	<b>Index No:</b>	ER-DPP-024
<b>Approval Date:</b>	January 19, 2025	<b>Version :</b>	2
<b>Effective Date:</b>	February 19, 2025	<b>Replacement No.:</b>	ER-DPP-024 (1)
<b>Review Date:</b>	February 19, 2028	<b>No. of Pages:</b>	2

## 1. PURPOSE:

- 1.1 To establish guidelines for provision of screening of patient among those who presents in emergency room and needs referral to outpatient Department for follow up and further management.

## 2. DEFINITIONS:

- 2.1 **OPD** – Out Patient Department
- 2.2 **SOD** – Specialist on Duty
- 2.3 **ROD** – Resident on Duty

## 3. POLICY:

- 3.1 Patients with chronic illness such as cerebral palsy, developmental delay, epilepsy, chronic constipation, DM, hypothyroidism requiring multiple visits will be referred to OPD for follow up.
- 3.2 Patient with recurrent UTI requiring regular follow up and further investigation.
- 3.3 Patients with uncontrolled bronchial asthma requiring counselling and involvement of other specialities such as social services.

## 4. PROCEDURE:

- 4.1 Children <12 year old visiting the emergency room will be evaluated by ROD or SOD and a detailed history will be written on the emergency room sheet. Patient will be examined thoroughly and investigation done determine the need for further investigation or follow up. SOD is the one to decide and refer the case to OPD.
- 4.2 Staff nurse will give the appointment card to patient and register the patient for the date to be re – evaluated.

## 5. MATERIALS AND EQUIPMENT:

- 5.1 Emergency Room Sheet

## 6. RESPONSIBILITIES:

- 6.1 Emergency Room Resident on Duty
- 6.2 Emergency Room Specialist on Duty
- 6.3 Emergency Room Staff Nurse
- 6.4 Emergency Room Consultant

## 7. APPENDICES:

7.1 N/A

## 8. REFERENCES:

8.1 Maternity and Children Hospital Buraidah, Emergency Department Policies and Procedures.

## 9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Alreem Mofareh Al Rashidi	Head Nurse of Pediatric Emergency Room		January 05, 2025
Reviewed by:	Mr. Sabah Turayhib Al Harbi	Director of Nursing		January 06, 2025
Reviewed by:	Dr. Amal Abdullah Al Harbi	Pediatric Emergency Room Consultant		January 07, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 09, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 12, 2025
Approved by:	Mr. Fahad Hezam Al Shammari	Hospital Director		January 19, 2025