



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Pediatric Intensive Care Unit (PICU)		
Document:	Departmental Policy and Procedure		
Title:	Admission to Pediatric Intensive Care Unit		
Applies To:	All Pediatric Intensive Care Unit Staffs		
Preparation Date:	January 12, 2025	Index No:	PICU-DPP-003
Approval Date:	January 26, 2025	Version :	2
Effective Date:	February 26, 2025	Replacement No.:	PICU-DPP-003 (2)
Review Date:	February 26, 2028	No. of Pages:	13

1. PURPOSE:

- 1.1 To provide consistent process for admission to the pediatric intensive care unit.
- 1.2 To establish system and set responsibilities for pediatric intensive care unit.

2. DEFINITIONS:

- 2.1 **Admission** – is allowing a patient to stay in the hospital for investigations and treatment of disease. It delineates the steps taken for admitting patients to the pediatric intensive care unit.
 - 2.1.1 **ER** – emergency room
 - 2.1.2 **PMW** – pediatric medical ward
 - 2.1.3 **PIMC** – pediatric intermediate care unit

3. POLICY:

- 3.1 The unit follows this policy in accordance with Maternity and Children Hospital, Hafer Al Batin policy for admission.
- 3.2 Admissions to pediatric intensive care unit are accepted from the emergency room, pedia medical ward, PIMC and referrals from other hospital.
- 3.3 The admissions are based on the admission criteria (see the policy of admission criteria to PICU).
- 3.4 The specialist on duty informs the on call consultant about all admissions as soon as possible.
- 3.5 Patient should be properly identified from the time of admission (application of patient's ID band with patient's 4 names for the Saudi/complete name for the Non – Saudi, medical record number, age and gender).

4. PROCEDURE:

- 4.1 The pediatric intensive care unit bed capacity is 5 beds and 1 bed for the isolation room.
- 4.2 Admission from ER:
 - 4.2.1 The ER physician examines the patient and informs specialist on duty. They order and interpret result of required preliminary investigations that would help in making decision for admission.
 - 4.2.2 The specialist on call will inform consultant and after consultation, they will arrange bed in PICU.
 - 4.2.3 For critical patient e.g. requiring resuscitation, hemodynamically unstable etc., the ER team starts resuscitative management and immediately calls PICU consultant.
 - 4.2.4 The team urgently stabilizes the patient and shifts him/her to PICU as quickly as possible.
- 4.3 Admission from PMW/PIMC:
 - 4.3.1 If patient in PMW or PIMC has potential for significant deterioration or who require frequent monitoring of vital signs/mechanical ventilation will be transferred to PICU after being assessed by the physician.

- 4.4 Referred Patients:
 - 4.4.1 Referred patients from other hospital are accepted by the consultant according to the admitting diagnosis of the patient.
 - 4.4.2 If bed are not available, a fax reply is being sent stating the reason for non – acceptance.
- 4.5 The Pediatric physician will sign the admission request form, assess all new admission with specialist and approves the management plan.
- 4.6 Upon admission the assessment forms are duly filled by physicians and nurses.
- 4.7 The identification band is checked upon admission (4 names for the Saudi/ complete name for the Non – Saudi and Medical Record Number).
- 4.8 The admitting specialist or consultant discusses the status, immediate plans and interventions for the expected outcomes.
- 4.9 The physician obtains informed consent from parents (if needed).
- 4.10 Upon admission, the physician will write the order to be carried out including vital signs, blood work, radiological investigations, medications and etc.
- 4.11 The accepted age of the patient on admission is from 29 days to 14 years.
- 4.12 If the patient is suspected/confirmed of any infections, patient should be kept in the isolation room.
- 4.13 Nurses role in admission process:
 - 4.13.1 Prepare the patient bed.
 - 4.13.2 Obtain the medical equipment needed (preparing ventilator, cardiac monitors, suction machines etc.).
 - 4.13.3 Do the initial nursing assessment.
 - 4.13.4 Initiate nursing plan of care.
 - 4.13.5 Carry out the Physician orders.
 - 4.13.6 Document the changes in patients on the nurse's progress notes and inform the physician time to time.

5. MATERIAL AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Physicians
- 6.2 Nurse

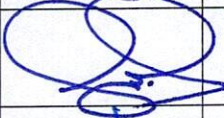
7. APPENDICES:

- 7.1 Admission Request Form
- 7.2 Physician's Order Form
- 7.3 Transfer in Form (SBAR Process)
- 7.4 Infant /Pediatric Nursing Initial/Admission Assessment Form
- 7.5 Nurse's Progress Notes

8. REFERENCES:

- 8.1 American Academy of Pediatrics, Committee on Hospital Care and Pediatric Section of the Society of Critical Care Medicine, 2014.
- 8.2 Guidelines and Levels of Care for Pediatric Intensive Care Units. Pediatrics, 2014.
- 8.3 Joint Commission of International Accreditation Standards for hospital. Access to Case and Continuity of care, 6th edition, 2017.

9. APPROVALS:

	Name	Title	Signature	Date
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Reviewed by:	Dr. Ali Alfayez	PICU Head of the Department		January 14, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 15, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 15, 2025
Approved by:	Mr. Fahad Hazam Al Shammari	Hospital Director		January 26, 2025

KINGDOM OF SAUDI ARABIA  وزارة الصحة Ministry of Health Hospital: _____ مستشفى: Region: _____ المنطقة/المحافظة: Dept/Unit: _____ القسم/الوحدة:	MRN: [] [] [] [] [] [] [] [] [] [] رقم الملف الطبي: Name: _____ الاسم: Nationality: _____ الجنسية: Age: _____ سنة [] Years [] Months [] Days العمر: Date of Birth: ____/____/14 H ____/____/20 تاريخ الميلاد: Gender: ☐ Male ☐ Female الجنس:
ADMISSION REQUEST FORM	
Mobile Number: _____	
ADMITTING CONSULTANT _____	
SOURCE OF REFERRAL: ☐ Emergency Department ☐ Outpatient Clinics ☐ Day Care ☐ Others, please specify: _____ Category of Admission: ☐ Emergency ☐ Urgent ☐ Elective within _____ weeks (choose from 1 to 52) Current Medical Problem? ☐ None ☐ Yes: _____ Current Medication? ☐ None ☐ Yes: _____	
ADMISSION DIAGNOSIS: _____	
PLANNED SURGICAL PROCEDURE: ☐ None _____	
ESTIMATED BLOOD NEED: ☐ None ☐ Yes, _____ Number of Units _____ Unit (s) Date of Admission (if Available): _____ Estimated Length of Stay: (L.O.S.) _____ days Date of Procedure (if Available): _____ Expected Duration of procedure: _____ mins Admitting Officer: _____ Signature: _____ Date: ____/____/____ Admitting Consultant: _____ Signature: _____ Date: ____/____/____	
ANESTHESIA CLINIC PRE-OPERATIVE ASSESSMENT: ☐ Medically Fit and Ready for Surgery ☐ Needs further investigations ☐ Needs Referral Plan: _____ Anesthesiologist: _____ Signature: _____ Date: ____/____/____ Paid Treatment: Name: _____ Signature: _____ (Admitting Officer Team)	
BED MANAGEMENT Date of admission: ____/____/____ Time: _____ Department: _____ Ward/ Bed Number: _____ Name of Bed Manage. Officer: _____ Sign: _____	
OR COOR/ ADMISSION OFFICER DONATION: ☐ Yes, Date ____/____/____ ☐ No, (why) _____ Name of OR Coordinator / Admission Officer: _____ Signature: _____	

GDOH-INP-ARF-053
ISSUED DATE: 09/02/2013
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KINGDOM OF SAUDI ARABIA  وزارة الصحة Ministry of Health		MRN: رقم الملف الطبي:	
Hospital: مستشفى:		Name: الاسم:	
Region: المنطقة/المحافظة:		Nationality: الجنسية:	
Dept./Unit: القسم/الوحدة:		Age: سنة شهر يوم العمر:	
		Date of Birth: / / 14 H / / 20 تاريخ الميلاد:	
		Gender: ☐ Male ☐ Female الجنس:	

TRANSFER IN FORM (SBAR PROCESS)	
DATE: 	TIME:
Situation	Transfer from / Transfer / Report To: ☐ ID Band
	Reason/Procedure:
Background:	Diagnosis: Code Status: ☐ Full Code ☐ No Code/DNR ☐ DNI Glasgow coma scale: ☐ Oriented/Follows Instructions ☐ Confused/Unable to Follow Instructions Diet: Fall Risk: ☐ Yes ☐ No Restraints: ☐ Yes ☐ No Transfer Status: ☐ Walking ☐ Bed ☐ On chair ☐ Others Ability to Stand: ☐ Independently ☐ With Assistance ☐ Unable to Stand ☐ On bed rest Protective Isolation: ☐ None ☐ Contact ☐ Airborne ☐ Droplet ☐ Reverse ☐ Standard. Any culture (s) sent before transferring the patient to be followed by the receiving area. ☐ No ☐ Yes (please specify date and site) Communication: ☐ Language: ☐ Hard of Hearing ☐ Visual Impairment Other:
Assessment	Oxygen: Type of O ₂ : L/min. Cardiac Rhythm: ☐ Sinus Rhythm ☐ Controlled Atrial fibrillation ☐ Bradycardia ☐ tachycardia HR: BP: Temp: RR: Pain Score: IV/Tubes/Drains: ☐ IV ☐ Foley ☐ NG ☐ Other: Allergies: LABS: Recent Medications/Narcotics: Other:
Recommendation	Post Procedure Comments: For Questions, Call:



Name: _____ الاسم: _____		MRN: _____ رقم الملف الطبي: _____	
Current Medication List			
1		15	
2		16	
3		17	
4		18	
5		19	
6		20	
7		21	
8		22	
9		23	
10		24	
11		25	
12		26	
13		27	
14		28	
Physician Name: _____ Stamp&Signature: _____ Sending Unit: _____ Nurse Name: _____ Signature: _____ Job number: _____ Receiving Unit: _____ Nurse Name: _____ Signature: _____ Job number: _____			

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ISSUED DATE:09/02/2013

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Maternity and Children
Hospital Hafar Al Batin, KSA

Infant/Pediatric Nursing Initial/Admission Assessment Form

NAME: _____
MRN : _____
ROOM NO: _____ BED NO: _____ AGE: _____
DATE & TIME OF ADMISSION: _____
DATE OF BIRTH: _____
GENDER: ☐ MALE ☐ FEMALE

DIAGNOSIS:

I. ADMISSION SOURCE:

☐ ER ☐ One Day Care ☐ OPD/Clinic ☐ Other: _____

MODE OF ARRIVAL:

☐ Walking ☐ Stretcher/Bed ☐ Wheelchair ☐ Other: _____

II. ALLERGIES:

☐ Patient ☐ Family ☐ Old Records ☐ Not Available

III. VITAL SIGNS:

Temperature: _____ Respiratory Rate: _____ Weight: _____ Pain Score: _____
Pulse: _____ Blood Pressure: _____ Height: _____

IV. LEVEL OF CONSCIOUSNESS:

☐ Alert ☐ Lethargic ☐ Stuporous ☐ Coma

V. POSITION:

☐ Prone ☐ Supine ☐ Fowler's ☐ Semi-Fowler's ☐ Others: _____

VII. RESPIRATORY STATUS: (AIRWAYS)

- Maintains own: ☐ Mechanical Ventilator ☐ Spontaneous
☐ SIMV ☐ CMV
ETT Size: _____ TT Size: _____
Oral always size: _____
Nasal always size: _____
Oxygen at: _____ LPM
Mask: ☐ Nasal Cannula: _____
PEEP: _____ TV: _____ Resp. R.: _____

VIII. BREATHING

A. Rhythm	B. Depth	C. Quality	D. Cough	E. Bronchial/Lung Sound
☐ Regular	☐ Normal	☐ Normal	☐ None	☐ Normal
☐ Irregular	☐ Shallow	☐ Labored	☐ Productive	☐ Rhonchi
☐ Paradoxical	☐ Deep	☐ Stridor	☐ Non-Productive	☐ Wheeze
				☐ Crackles

IX. CIRCULATION

A. Pulse	B. Skin	C. Infusion
☐ Regular	☐ Pale	1. IV Fluids _____ at _____ ml
☐ Irregular	☐ Cyanotic	level _____ drop per minute
☐ Normal	☐ Warm	2. IV Fluids _____ at _____ ml
☐ Weak	☐ Mottled	level _____ drop per minute
☐ Bounding	☐ Diaphoretic	

X. NUTRITION

Diet:	Alternative Route:	Nutritional Screening:
☐ Regular	☐ Nasogastric Tube (Size) _____	(Refer to Dietitian if any of the below apply)
☐ Special	☐ Gastric Tube (Size) _____	☐ Malabsorption
☐ Fluid Restriction	☐ Total Parenteral Nutrition	☐ Renal Disease
Amount: _____		☐ Liver Disease
Appetite:	Difficulties:	☐ BMI less than 10 or Greater than 40
☐ Good	☐ Swallowing	☐ Unable to take oral feeding
☐ Fair	☐ Nausea	☐ Others: _____
☐ Poor	☐ Vomiting	Referred: Yes No
Comments: _____	☐ Indigestion	

XI. ELIMINATION

Bowel Movement	Urine
☐ Normal	☐ Normal
☐ Loose	☐ Amber
☐ Constipation	☐ Polyuria
☐ Colostomy	☐ Cloudy
	☐ Oliguria
	☐ Hematuria
	☐ Foley Catheter Fr. Size _____
	☐ Condom Catheter Connected to Urine bag, amount: _____

XII. OTHERS: (Gastric tubes, dressing, restraint (cuff), pressure sore)

XIII. MEDICATION BROUGHT FROM HOME: (Include Homeopathic Remedies) ☐ Yes ☐ No

Medication	Dose	Route	Frequency	Last Dose	If unable to take, why?

XIV. LOCATION OF MEDICATION:

☐ None ☐ Given to Pharmacy ☐ Given to Family ☐ Given to Patient Care Area

XV. FUNCTIONAL SCREENING:

If patient needs assistance with any of the following, refer to rehabilitation Date: _____

Physical Therapy	Occupational Therapy	Speech Therapy
☐ Mobility in Bed	☐ Eating	☐ Swallowing
☐ Transfer	☐ Washing	
☐ Walking	☐ Dressing	
☐ N/A	☐ Yes ☐ No	
	☐ Transfer	

Please affix your initial, date and time at the bottom of each page.

RN Initial/ Date/ Time:



Maternity and Children
Hospital Hafar Al Batin, KSA

Infant/Pediatric Nursing Initial/Admission Assessment Form

NAME: _____
MRN : _____
ROOM NO: _____ BED NO: _____ AGE: _____
DATE & TIME OF ADMISSION: _____
DATE OF BIRTH: _____
GENDER: ☐ MALE ☐ FEMALE

XVI. PAIN ASSESSMENT SCALE:

A. Numerical Rating Scale : Pain Score 0-10 (0-No Pain), (5-Moderate Pain), (10-Worst Possible Pain)

Pain Score: _____

B. Wong Baker Pain Scale: (Tick the appropriate)



Intensity: ☐ No Pain ☐ 1-2 Mild Pain, Annoying ☐ 3-4 Naggling Pain, Uncomfortable
☐ 5-6 Miserable ☐ 7-8 Intense, Dreadful, Horrible ☐ 9-10 Worst Pain, Possible

C. Behavioral Pain Scale (To assess pain in ventilated, unconscious and/or sedated patients, please write appropriate answer and sum up)

CATEGORY	DESCRIPTION	SCORE	PATIENT'S SCORE
Facial Expression	Relaxed	1	
	Partially Tightened (e.g. brow lowering)	2	
	Fully Tightened (e.g. Eyelid Closing)	3	
	Grimacing	4	
Upper Limb	No Movement	1	
	Partially Bent	2	
	Fully Bent, with finger flexion	3	
	Permanently Retracted	4	
Compliance with Ventilation	Tolerating Movement	1	
	Coughing with Movement	2	
	Fighting with ventilator	3	
	Unable to control ventilation	4	
PATIENT'S TOTAL PAIN SCORE			
SCORING 0-3 No Pain 4-6 Mild Pain 7-9 Moderate Pain 10-12 Severe Pain			

a. Location: Where does it hurt? _____ b. Onset: When did the pain start? _____

c. Duration: How long have you had this pain? _____

d. Quality: ☐ Constant, on and off ☐ Radiating ☐ Dull or Sharp ☐ Burning on pressure

XVII. "BRADEN SCALE" SKIN RISK ASSESSMENT (Write the appropriate answer and sum up from "a" to "f" to get the total score)

CATEGORY	PARAMETERS	SCORE	PATIENT'S SCORE
A. SENSORY PERCEPTION	No Impairment	4	
	Lightly Limited	3	
	Very Limited	2	
	Complete Limited	1	
B. MOISTURE	Rarely Moist	4	
	Occasionally Moist	3	
	Very Moist	2	
	Constantly Moist	1	
C. ACTIVITY	Walks Frequently	4	
	Walks Occasionally	3	
	Chair Bound	2	
	Bedfast	1	
D. MOBILITY	No Limitation	4	
	Slightly Limited	3	
	Very Limited	2	
	Completely Immobile	1	
E. NUTRITION	Excellent	4	
	Adequate	3	
	Probably Inadequate	2	
	Very Poor	1	
F. SHEAR & FRICTION	No Apparent Problem	4	
	Potential Problem	3	
	Problem	2	
	Significant Problem	1	

"BRADEN SCALE" TOTAL PATIENT'S SKIN RISK ASSESSMENT SCORE
Score of less than 16, patient is "at risk" for the development of pressure sores.

Please affix your initial, date and time at the bottom of each page.

RN Initial/ Date/ Time: _____



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DATE OF BIRTH: _____
GENDER: ☐ MALE ☐ FEMALE

XVIII. "HUMPTY DUMPTY" FALL RISK ASSESSMENT (Write & sum up the appropriate answer from "a" to "g" to get the total score Is 12 or above at risk for falls) Minimum Score Is 7 Maximum score Is 23

PARAMETER	CRITERIA	SCORE	TIME		
A. Age	Less than 3 years old	4			
	3 to less than 7 years old	3			
	7 to less than 13 years old	2			
	13 years old and above	1			
B. Gender	Male	2			
	Female	1			
C. Diagnosis	Neurological Diagnosis	4			
	Alliteration in Oxygenation (Respiratory Diagnosis, Dehydration, Anemia, Anorexia, Syncope/ Dizziness, etc.)	3			
	Psychological/ Behavioral Disorders	2			
	Other Diagnosis	1			
D. Cognitive Impairments	Not Aware of Limitation	3			
	Forgets Limitation	2			
	Oriented to own ability	1			
E. Environmental Factors	History of falls or Infants - Toddler placed in bed	4			
	Patient used sensitive devices or Infant-Toddler in crib or furniture/ Lighting (Triple Room)	3			
	Patient Placed in bed	2			
	Outpatient area	1			
F. Response To Surgery/ Sedation/ Anesthesia	Within 24 hours	3			
	Within 48 hours	2			
	More than 48 hours/ None	1			
G. Medication Usage	Multiple usage of Sedatives (excluding ICU patients sedated and paralyzed) Hypnotics, Barbiturates, Phenothiazines, Antidepressants, Laxatives/ Diuretics, Narcotics	3			
	One of the medications listed above	2			
	Other Medications/ None	1			
PATIENT SCORE					
DATE					
INITIAL					
COMPUTER NO.					

Note: Perform "Humpty Dumpty" fall risks re-assessment every shift, if there is a change of patient clinical status, post operative and other procedure, and after a fall. If the score is high risk educate and implement the intervention guide for fall risk prevention.

XIX. SOCIAL STATUS

☐ Single ☐ Married ☐ Lives Alone ☐ Lives with family ☐ Lives with Friends

XX. ORIENTATION TO UNIT/ ENVIRONMENT

☐ Tolden ☐ Phone ☐ ID Band ☐ Visitors Policy
☐ Patient Handbook ☐ Visiting Time ☐ Patient's right/ Responsibilities ☐ Smoking Policy
☐ Bed Control/ Rails ☐ Call Bell ☐ Safety Measures

XXI. EDUCATION/ GENERAL NEED

Repeated, unscheduled admissions ☐ Yes ☐ No
Newly diagnosed chronic/ terminal illness ☐ Yes ☐ No
Family education needed for in-home care ☐ Yes ☐ No

PHYSICAL DEFICITS (Please write appropriate information in examples)

Cardiovascular: ☐ Yes ☐ No Examples: _____
Respiratory: ☐ Yes ☐ No Examples: _____
Neurological: ☐ Yes ☐ No Examples: _____
Sensory/ Speech: ☐ Yes ☐ No Examples: _____
Gastrointestinal/ Nutritional: ☐ Yes ☐ No Examples: _____
Genitourinary: ☐ Yes ☐ No Examples: _____
Musculoskeletal/ mobility: ☐ Yes ☐ No Examples: _____
Skin/ Wound: ☐ Yes ☐ No Examples: _____
Cognitive/ Mental: ☐ Yes ☐ No Examples: _____
Endocrine: ☐ Yes ☐ No Examples: _____
Language Barriers: ☐ Yes ☐ No Examples: _____
Other Concern: _____

Please affix your initial, date and time at the bottom of each page.
RN Initial/ Date/ Time: _____

NURSES PROGRESS NOTES FORM

[illegible]

Note: Write the time in each entry & affix your initial at the end of each paragraph. Document your complete Name, Initial, Job number, Date & Time at the closure of your documentation. Draw a line across empty spaces.

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