Immunisation and child health follow-up

Procedure | PED-SOP-002

Document type	Procedure
Title	Immunisation and child health follow-up
Document ID	{{facility.code}}-PED-SOP-002
Version and status	1.0 | Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 16 (Paediatric Care), criterion 16.7
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Check the schedule at each contact with a child.
2. Book and record any missed check or dose.
3. Contact the family within the set time for each missed item.
4. Record the outcome on PED-REG-003.

Stop and get help straight away if: a child is lost from the schedule with no contact made.

1. Purpose

To bring children back onto the schedule when a check or dose is missed (16.7).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of {{facility.legal_name}}
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions and abbreviations

Term	Meaning in this SOP
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background and rationale

To bring children back onto the schedule when a check or dose is missed (16.7).

5. Responsibilities

Role	Duties in this SOP	Competence needed
Nurse	Checks the schedule and contacts the family	Clinician
Clinical lead for primary care	Reviews missed items each month	Clinician

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Records and forms named in this document	Current version	Checked before use

7. Safety and infection prevention

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Check at each contact.	• Compare the child with the schedule at each visit.	Compared.
2	Contact the family.	• Contact the family within the set time, and book the missed item.	Contacted and booked.
3	Close the item.	• Record the outcome on PED-REG-003 and close the item when given.	Closed.

Decision points

- No decision points in this procedure.

10. Special situations

Situation	What to do
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

11. Problems and escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Missed items followed up within the set time	95%	Monthly	Clinical lead for primary care	Escalate to medical director

13. Records

Record	Where it is kept	Kept for
Record named in this document	Patient record or the area file	{{facility.records_retention_years}} years

14. Training and competence

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

15. Related documents

ID	Title	Relationship
PED-REG-003	Child health schedule register	Register
PED-POL-003	Child health checks and immunisation	Policy

16. Evidence

ID	Source and status
E-009	Based on the WHO Pocket book of hospital care for children (2013) and the UN Convention on the Rights of the Child (1989).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval