

Neonatal, paediatric and critical transfers

Standard operating procedure (SOP) | PTR-SOP-003

Document type	Standard operating procedure (SOP)
Title	Neonatal, paediatric and critical transfers
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Prepared by	{{roles.quality_lead.name}}, Quality lead
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Effective date	{{document.effective_date}}
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Replaces	None (new document)
Standards and criteria supported	System S6 (Patient transfers and referrals), criterion S6.7, S6.8
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. Neonatal and paediatric transfers use a specialist team and equipment.
2. Critically ill patients travel with staff and equipment matched to their condition.
3. Confirm the receiving specialist unit has accepted before departure.
4. Record the specialist arrangement on the plan.

Stop and get help straight away if: a neonate, child or critically ill patient is moved without the specialist team or matched equipment.

1. Purpose

To send the most vulnerable patients with the team and equipment they need (S6.7, S6.8).

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

Newborns and children are not small adults. Their transfers need equipment, drugs and staff trained for their size and condition, or the risk of harm rises sharply.

5. Responsibilities

Role	Duties in this SOP	Competence needed
Clinical lead	Arranges the specialist team and equipment	Clinician
Dispatch lead	Confirms specialist cover on the plan	Trained dispatcher

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	Arrange the team.	- Book the neonatal or paediatric team for the transfer. - Record the team on the plan.	Specialist cover is booked, not hoped for.
2	Match equipment.	Check the specialist equipment and drugs for the patient's weight and condition before departure.	Equipment matches the patient.
3	Confirm acceptance.	Confirm the specialist unit accepts the patient before departure, and record the name of the person who accepted.	Accepted before moved.

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
Neonatal and paediatric transfers with specialist team	100%	Quarterly	Clinical lead	Escalate to chief executive

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
PTR-SOP-002	Care level classification and crew matching	Matching
HOS-SOP-015	Resuscitation equipment checks	Equipment

16. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.
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