Policy · PED-POL-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 16.1

At a glance

- Equipment, medicines and procedures are chosen for the child's age and weight, and the choice is recorded on PED-FRM-001.
- Each weight-based dose is calculated on the child's weight and checked by a second person (PED-SOP-001).
- Paediatric equipment is available in sizes for each age group (PED-FRM-005).
- An adult dose is never reduced by eye for a child.
- Stop and get help straight away if: a child is given an adult dose, or adult equipment is used, when paediatric equipment is to hand.

1. Purpose

To make sure every child is treated with equipment, medicines and procedures chosen for their age and size (16.1).

2. Scope

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

3. Definitions

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

4. Background

A child is not a small adult. Equipment sized for adults can injure a child, and doses worked out for adults can kill. Choosing equipment, medicines and procedures for the child’s age and size is the first safety step.

5. Responsibilities

Role	Responsibility	Competence
Clinical lead for paediatrics	Owns the age and size rule and the dose check	Clinician
Nurse or doctor giving care	Chooses equipment and calculates the dose for each child	Clinician

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- 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

Step 1. Choose for age and size.

- Choose equipment, medicines and procedures for the child’s age and weight.

Key point: Chosen for the child.

Step 2. Calculate on weight.

- Calculate each dose on the child’s weight, and have a second person check it (PED-SOP-001).

Key point: Checked by two.

Step 3. Record the choice.

- Record the choice on PED-FRM-001.

Key point: Recorded.

10. Decision points

- No decision points in this procedure.

11. Special situations

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

12. Escalation

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

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Doses calculated on weight and checked by a second person	100%	Monthly	Clinical lead for paediatrics	Escalate to medical director

14. Records

Record	Kept in	Retention

Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

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

16. Related documents

ID	Title	Use
PED-FRM-001	Paediatric equipment and dose choice record	Record
PED-SOP-001	Weight measurement and dose check	Procedure
PED-FRM-005	Paediatric emergency equipment check log	Record

17. Evidence

Reference	Note
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.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Pediatric Ambulatory Care** (AMB-23)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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