Procedure · PED-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 16.1, 16.11

At a glance

- Measure the child’s weight, or confirm it on the day, before any weight-based dose is calculated.
- A weight carried from an earlier visit is checked against the child before it is used.
- Calculate the dose on the weight, and have a second person check the calculation.
- Record the weight and dose on PED-FRM-006.
- Stop and get help straight away if: a dose is calculated from a weight that has not been measured or confirmed.

1. Purpose

To make sure each weight-based dose is calculated on a measured or confirmed weight and checked by a second person (16.1, 16.11).

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’s dose is calculated from their weight. If the weight is not measured or is guessed, every calculation after it is wrong, and the error is often not noticed.

5. Responsibilities

Role	Responsibility	Competence
Nurse or doctor preparing the dose	Measures or confirms the weight and calculates the dose	Clinician
Second person	Checks the calculation before the dose is given	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. Measure the weight.

- Measure or confirm the weight on the day, and record it with its date.

Key point: Measured today.

Step 2. Calculate.

- Calculate the dose on the weight, and note the medicine and unit.

Key point: Calculated.

Step 3. Check.

- A second person checks the calculation and signs PED-FRM-006 before the dose is given.

Key point: Checked by two.

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
Weight recorded before each weight-based dose	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-006	Weight and dose record	Record
PED-POL-001	Paediatric care: age, size and weight	Policy

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)
- **Medication Safety: Operating SOP-MED-01 End to End** (T-08)

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)

Download this document as PDF

Download this document as an editable Word file