Procedure · PED-SOP-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 16.7

At a glance

- Check the schedule at each contact with a child.
- Book and record any missed check or dose.
- Contact the family within the set time for each missed item.
- 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 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

Immunisation and child health checks catch illness early and prevent serious disease. Following a schedule, and recording each check, keeps children on track.

5. Responsibilities

Role	Responsibility	Competence
Nurse	Checks the schedule and contacts the family	Clinician
Clinical lead for primary care	Reviews missed items each month	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. Check at each contact.

- Compare the child with the schedule at each visit.

Key point: Compared.

Step 2. Contact the family.

- Contact the family within the set time, and book the missed item.

Key point: Contacted and booked.

Step 3. Close the item.

- Record the outcome on PED-REG-003 and close the item when given.

Key point: Closed.

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
Missed items followed up within the set time	95%	Monthly	Clinical lead for primary care	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-REG-003	Child health schedule register	Register
PED-POL-003	Child health checks and immunisation	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

No e-learning course is linked to this document yet.

Planned course: Immunisation and child health checks. New course planned.

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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