

Ref: FOI/CAD/ID 3562

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26 February 2018

### **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Paediatric policies and procedures.

*I wondered if you could please send me copies of your paediatric day case surgery policies and procedures?*

*I am doing some research into this field. I am a nurse.*

*Policies such as:*

*Starvation times*

*Transfer policy*

*Medications*

Please find below links to the national guidelines that the Trust are currently following and use in practice.

<https://www.rcn.org.uk/-/media/royal-college-of-nursing/documents/publications/2015/june/pub-004464.pdf>

<https://www.rcn.org.uk/-/media/royal-college-of-nursing/documents/publications/2011/july/pub-004127.pdf>

# **Your child is having an operation**

**Information for families**



**Paediatric Surgery at Maidstone Hospital  
and The Tunbridge Wells Hospital at Pembury**

The paediatric staff at Maidstone Hospital and Tunbridge Wells Hospital would like to extend a warm welcome to you and your family. This leaflet explains what will happen when your child comes to hospital for an operation.

The nursing staff are very keen to involve you in all aspects of your child's care and encourage you to ask as many questions as you feel necessary.

### Our paediatric units

- **Maidstone Hospital**

The paediatric unit at Maidstone Hospital is called **Riverbank Unit**. It has six day-case beds and is open Monday to Friday 7.30am to 7.15pm. It is on the ground floor of the hospital near the main entrance, next to the Children's Outpatients Department.

- **Tunbridge Wells Hospital**

The **Woodland Unit** is located at Tunbridge Wells Hospital. It has ten day-case beds and is open Monday to Friday 7.30am to 7.30pm. It is adjacent to **Hedgehog Ward**, the paediatric inpatient ward. Woodland and Hedgehog are situated on the Level 1 accessible via the green lifts in the Women and Children part of the hospital.

Children are cared for on both sites by doctors and nurses trained in the care of sick children, nursery nurses and clinical support workers. We also have hospital play specialists who can advise how to prepare your child for surgery and will be on the ward every day to help with your child pre- and post-operatively.

We hope you will find the following information useful in preparing for your child's admission for surgery. Please call the unit you will be attending if you require any further information and we will be happy to help.

We look forward to meeting you on arrival.

### Fasting times

You will be advised if your child's surgery is in the morning or the afternoon. Please follow these fasting times:

**Morning surgery:** please arrive on the ward at 7.30am

- Nothing to eat, nor any milk, from **2.30am**.
- Your child may have a glass of water or very weak squash which needs to be finished by **6.30am**, then **nil by mouth** (this includes chewing gum).

**Afternoon surgery:** please arrive on the ward at 12.30pm

- Your child can have a light breakfast (e.g. toast) which needs to be finished by **7.30am**.
- Clear fluids only (water or weak squash) may be given up to **11.30am**, then **nil by mouth** (this includes chewing gum).

### What to bring

- Favourite toy or comforter. This can accompany your child to theatre and is kept ready for when they wake up.

- Baby milk, nappies and wipes.
- Small electric games can be brought in at your own risk but need to be fully charged as they cannot be plugged in.
- Something to wear to theatre e.g. dressing gown or cardigan, slippers or shoes.
- If your child has special dietary requirements please make us aware, or bring food with you if you prefer. We provide snack lunch boxes for children but not for parents / carers.
- Children having ENT or eye surgery can wear their own cotton pyjamas or nightdress to theatre if they wish. Children having other surgery will be given a gown to wear.

If your child needs to stay overnight they will be moved to Hedgehog Ward. Children from Riverbank Unit will be transferred either by ambulance or, if well enough, parents may take them in their own car.

Only **one** parent / carer is able to stay overnight due to space.

### **The day before the operation**

**Please phone the ward if your child is unwell** (cough, cold, diarrhoea or vomiting) or has been in contact with chicken pox shortly before the operation.

### **On the day of surgery**

- On the morning of the operation we ask that a maximum of two parents / carers accompany their child to the ward. We would also ask that siblings, particularly young babies, are kept away from the ward because of the risk of cross infection.
- Children will be seen by the anaesthetist and surgeon before going to the operating theatre. They will be able to answer any questions you may still have.
- Please ensure all jewellery, makeup and nail varnish are removed from your child before admission. Also, please remove any metal hair clips or hair bands with metal on.
- All female patients over 11 years old who have started menstruating will be asked to provide a urine sample on the day of surgery for a pregnancy test (following recommended National Guidelines).
- Consent for surgery must be obtained from the parent or person with parental responsibility for children under the age of 16 years. Please bring any necessary legal documentation if you are not the parent to prove you have parental responsibility.
- If your child takes any medication, please bring it with you on the day of surgery (including inhalers).
- Only one parent / carer will be able to accompany your child into the anaesthetic room.
- You will be able to accompany the nurse from the ward to collect your child from recovery, after their surgery.

- How long your child stays in hospital depends on what the operation is and how long they take to recover. Your child will be discharged when you, your doctor and nurse are happy they are fit for discharge.
- If you have any other children to collect from school on the day of the operation it is advisable to have arrangements in place in case you are delayed.

### Privacy

On Riverbank Unit (Maidstone Hospital) children are nursed in a mixed sex bay but have curtains around the bed for privacy. If you or your child are unhappy / uncomfortable with where they are allocated please discuss with the nurse in charge.

All patient accommodation at the Tunbridge Wells Hospital is in single ensuite rooms.

### Amenities

Both units are equipped with facilities for parents to make tea / coffee. There are also restaurants on both sites that the staff will be happy to direct you to.

### Infection control

Within both hospitals staff are vigilant to prevent and control infection. Please observe the hand hygiene signs and regularly wash your hands.

Please do not come to the units if you are unwell or have had diarrhoea or vomiting within the previous 24 hours.

If your child becomes unwell near the planned surgery date please ring the unit and discuss with the nursing staff.

### Security

We have video entry systems on both sites to ensure the safety of our patients and families. Visitors are asked to identify themselves before entering the wards.

### Car parking

#### **Maidstone Hospital**

There is a large car park at the front of the hospital. Take a parking ticket upon entering the car park and, before leaving the ward, please ask one of the nursing staff to stamp your ticket. On leaving the car park you then stop at the green car park office next to the exit barrier where you will be asked to pay the minimum car park fee of £1.50 before you exit.

Alternatively there is a pay and display car park at the rear of the hospital where you can buy a ticket for £1.50 which will last you the day if you inform the ward staff.

#### **Tunbridge Wells Hospital**

Please tell your nurse you are parked in the car park and she will arrange for you to have an exemption ticket so that you only pay £1.50 for the day.

**Please use this space to write any notes or questions you may have.**

**Further information and advice can be obtained from:**

**Riverbank Unit (Maidstone Hospital)**

Reception ☎ 01622 224881  
Day cases ☎ 01622 220241

**Hedgehog Ward / Woodland Unit (Tunbridge Wells Hospital)**

Woodland ☎ 01892 638032  
Hedgehog ☎ 01892 633525

**NHS 111** ☎ 111

**NHS Choices online** [www.nhs.uk](http://www.nhs.uk)

**MTW NHS Trust is committed to making its patient information accessible in a range of languages and formats. If you need this leaflet in another language or format please ask one of your clinical care team or the Patient Advice and Liaison Service (PALS). We will do our best to arrange this.**

Maidstone and Tunbridge Wells NHS Trust welcomes all forms of feedback from our service users. If the standard of service you have received from the Trust does not meet your expectations, we want to hear from you. Please speak with the ward manager or the nurse in charge in the first instance, or you can contact the **Patient Advice and Liaison Service (PALS)** on:

**Telephone:** ☎ 01622 224960 or ☎ 01892 632953

**Email:** [mtw-tr.palsoffice@nhs.net](mailto:mtw-tr.palsoffice@nhs.net)

**or visit their office** at either Maidstone or Tunbridge Wells Hospital between 9.00am and 5.00pm, Monday to Friday.

You can be confident that your care will not be affected by highlighting any areas of concern or making a complaint. The Trust will retain a record of your contact, which is held separately to any medical records. If you are acting on behalf of a patient, we may need to obtain the patient's consent in order to protect patient confidentiality. More information on PALS or making a complaint can be found on the Trust's website: [www.mtw.nhs.uk](http://www.mtw.nhs.uk) or pick up a leaflet from main reception.

Issue date: May 2012

Database reference: RWF-OPLF-PWC109

Review date: May 2015

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