

PAEDIATRIC DAILY ALLOCATION BOOK

FACILITY NAME : _____

YEAR : _____

MONTHS : _____



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

GROWING KWA-ZULU NATAL TOGETHER

| DUTY ALLOCATION | | | | | | | | |
|---|------------------|----------|-----------------|---------------------|------------------|----------|---------------------------|---------------------|
| Facility Name | | Year: | | | | | | |
| Delegated by: | | Sign: | | | Designation: | | | |
| Good team work is essential in order accomplish all required activities in the unit. Individuals need to be stimulated, leadership skills developed and confidence increased through exposure to/responsibility for the varied activities in the unit. Ensure each individual has at least one allocated task. | | | | | | | | |
| TASK | DAY | | | | AFTERNOON/NIGHT | | | |
| | Allocated | Accepted | Completed | SANC N ^o | Allocated | Accepted | Completed | SANC N ^o |
| 1. Bed baths | | | | | | | | |
| 2. Dressings | | | | | | | | |
| 3. Weights | | | | | | | | |
| 4. Resuscitation trolley | | | | | | | | |
| 5. Paediatric ADD and stats registers (Verification) | | | | | | | | |
| 6. Restocking (all cupboards/draws from stock room) | | | | | | | | |
| 7. Medication area (Prepare medication preparatory area & be available to double check all IV meds.) NB -Each RN/EN should prepare medications for their allocated babies -not one medication round. | | | | | | | | |
| 8. Cleaning supervision (Cleaning and ablution checklists) | | | | | | | | |
| 9. Ambient temperature monitoring | | | | | | | | |
| 10. General Equipment daily maintenance check | | | | | | | | |
| 11. Pharmacy ordering | | | | | | | | |
| 12. CSSD (Supervise ordering and packing away) | | | | | | | | |
| 13. Discharge folders (Check all notes are correctly filed before sending to records) | | | | | | | | |
| 14. Tidy Round (Once per shift) | | | | | | | | |
| 15. Supervise equip cleaning and resetting. (All unoccupied beds should be clean and set ready for admission.) | | | | | | | | |
| 16. Matrons report | | | | | | | | |
| 17. Duty Allocation book | | | | | | | | |
| 18. | | | | | | | | |
| Meetings Today: | Allocated | | Accepted | | Completed | | SANC N^o | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |

NB. See next page for weekly or monthly tasks.

| Weekly | | |
|--|--|--|
| 1. Schedule drug check | | |
| 2. Schedule meds. ordering | | |
| 3. Haberdashery ordering | | |
| 4. Soap and Cleaning Ordering | | |
| 5. Laboratory stocks ordering | | |
| 6. Matrons off duties | | |
| 7. Saturday off duties | | |
| 8. Transfer register follow up (2 nd and 4 th Weeks) | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| Monthly | | |
| 1. Equipment stock count (4 th Wed) | | |
| 2. Consumables checklist (1 st Tuesday) | | |
| 3. Pharmaceuticals checklist (1 st Wednesday) | | |
| 4. Maintenance register(3 rd Monday) | | |
| 5. Child PIP Data Preparation | | |
| 6. | | |
| 7. | | |
| 8. | | |