

## Glasgow Clinical Trials Unit Standard Operating Procedure

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|------------|--|---------|------------|
| SOP number | <b>17.042</b>  | Version | <b>4.0</b> |
| Title      | <b>Paediatric Emergency Resuscitation Procedures in GCRF</b> |         |            |

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|--------------------------|------------------|------|
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|----------------|---|----------|----------|----------|----------|
| SOP category   | 17 NHS GG&C Clinical Research Facility – Clinical |          |          |          |          |
| Staff category | <b>Staff Category</b>                             | <b>R</b> | <b>A</b> | <b>C</b> | <b>I</b> |
|                | Nursing   | X        |          |          |          |
|                | Administration                                    | X        |          |          |          |
|                | Principal Investigator                            | X        |          |          |          |
|                | Clinical Research Fellow                          | X        |          |          |          |
|                | GCRF Manager                                      |          | X        |          |          |
|                | GCRF Associate Director                           |          |          |          | X        |
|                | Senior R&I Manager                                |          |          |          | X        |

### 1. Scope

This procedure applies to all staff working within Glasgow Clinical Research Facility (GCRF).

### 2. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the responsibilities and procedures to be followed for the emergency resuscitation of a child in GCRF, Queen Elizabeth University Hospitals.

### 3. Procedures

All staff must familiarise themselves with the location and content of the Emergency Trolley and locations of the emergency drugs and telephones.

GCRF staff working in other clinical areas should familiarise and adhere to local emergency resuscitation procedures.

#### 3.1. Emergency Trolley and Drug Supply

GCRF has a fully stocked and maintained paediatric emergency trolley located at the paediatric nurse base.

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GCRF has a fully stocked emergency drug supply as recommended by Royal Hospital for Children (RHC) Resus Team.

### 3.2. Resuscitation – Immediate Response

In the event of a clinical emergency:

- Immediately call out for help and activate the emergency buzzer system.
- Ensure personal safety – observe for sharps, body fluid spillage and electrical equipment in operation.
- Follow Paediatric Life Support algorithm (appendix 1 Advanced Life Support; appendix 2 Basic Life Support).

### 3.3. One member of staff must call emergency number **2222** with the following:

- State Paediatric Emergency Resuscitation team required
- State exact location, including hospital site

### 3.4. Enable Emergency Support Services

- Ensure door entry systems are disabled to allow resuscitation team access to the clinical area.
- A member of staff should direct the resuscitation team to the clinical situation.
- Ensure safety of other patients and relatives and remove them from area wherever possible.

### 3.5. Arrival of Resuscitation Team

- GCRF staff should continue to support the resuscitation following arrival of the resuscitation team.
- The resuscitation team should be given a clear verbal history including nature of the research study and if any Investigational Medicinal Product (IMP) was administered.
- Health Records should be available electronically; if not they should be located as soon as possible.
- Research study documentation should be present in the GCRF at any patient visit; if not present they should be located as soon as possible.
- The Principal Investigator, if not present, should be notified as soon as possible about the event.
- Where possible, the senior nurse or doctor must ensure the next of kin is contacted as soon as possible. If the next of kin is present at the time of the incident, they should be kept informed and supported by GCRF staff.

### 3.6. Patient Transfer

Transfer from the GCRF will be directed by the resuscitation team to an acute setting. The attending nurse/medical staff will provide relevant clinical and research handover on transfer.

The GCRF nurse should remain with the team until the patient is stabilised and transferred to an appropriate hospital department.

### 3.7. Documentation

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The senior nurse or attending medical staff must clearly record the events associated with the clinical emergency in the participant's health records as soon as possible after the event.

GCRF study nurse:

- Must record event in NHS Datix System
- Complete all relevant study documentation
- Inform GCRF QA Lead of the event
- Complete NHS GG&C Resuscitation Form – scan top copy into participant's health record and send carbon copy to site Resuscitation Officer.

### 4. Referenced documents

- Resuscitation Council (UK) Paediatric Advanced Life Support Algorithm
- NHS GG&C Resuscitation Treatment Record

### 5. Related documents

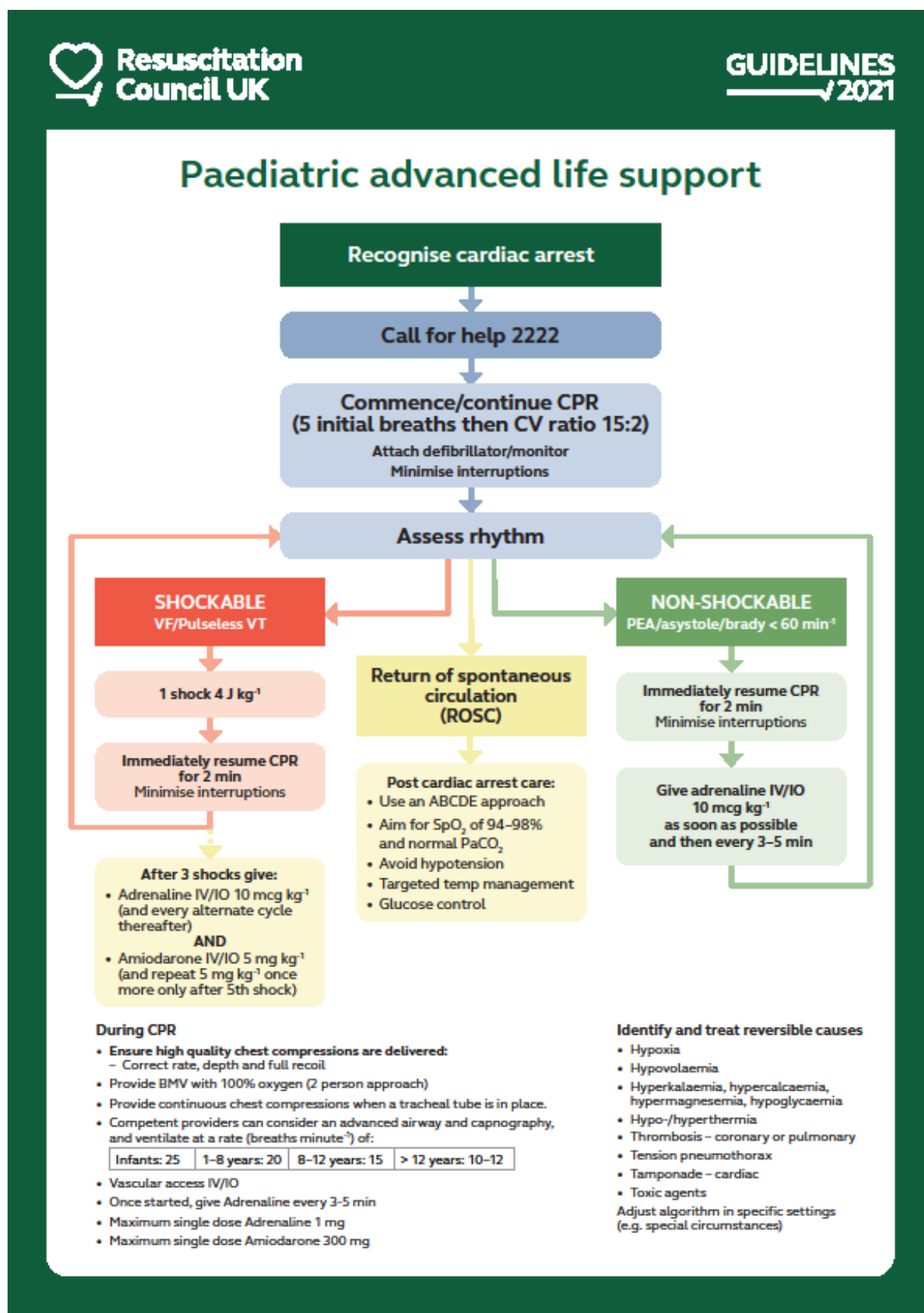
- Form 17.042A – GCRF QEUH Paediatric Emergency Trolley Checklist
- Form 17.001A – GCRF Emergency Trolley Signoff
- GUI 17.001A – GCRF Emergency Trolley Checks
- Form 17.032A – GCRF Spot Check Rota
- Resuscitation Council (UK) Guidelines

### 6. Document history

| Version | Date       | Description   |
|---------|------------|---|
| 1.0     | 27/08/14   | Creation of SOP   |
| 2.0     | 15/07/16   | SOP restructure<br>Minor admin changes<br>Change to approved and released by  |
| 3.0     | 26/08/2019 | Minor changes to section 5.1 drug storage                                     |
| 4.0     | 18/08/2023 | Update to SOP template v2.0<br>Addition of RACI matrix<br>Minor admin changes |

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Appendix 1



Appendix 2

## Paediatric basic life support

