IT Dept Quick Reference Guide (QRG)



Document No – Ref 263

Version Number – 2.0

ED – DOCUMENTING A SAFEGUARDING REFERRAL

	Ensure that you are on the ED Launchpoint view
1.	FirstNet Organiser for Clinical Practitioner, Train Thirty Six
	i i i ED Launchpoint Emergency Department 👬 ED Real Time Dashboard 🐇 Patient List 🗒 🕄 Intranet 🥛 🕵 Change 🎬 Suspend 🍕 Exit 📓 Calculator 🦉 AdHoc 💷 Medication Administration 🕡 Discharge Medications 🖡
	ED Launchpoint
	Hy Patients ED Minors Majors Resus Paeds WR Referral DTA
	Image: Application of the second s
	Room :- Patient Information MRN :- LOS DR RN Patient Details ALI, ANTHONY 513939 C Chest Pain Chest Pain
	WK 3 24/09/78 40y M 10 7820:17 Image: Character of the state of th
	WR 3 10/09/50 68 y F 0 7821:26
	WR 17/06/49 69y F 0 2510:07
	WR 2 BARKER, GILLIAN 25/01/40 78y F 511193 (\$ 7390:16] C abdominal Pain
	WR 3 BREARLEY, JONATHAN 511967 C Collapse / fainting episode
2	When completing your Adult Triage and Assessment form, ensure that you have documented here your safeguarding concerns if known at this time.
	*Performed or: 10.94/2018 11.00 18.07 Browshild * Freezelation * Conclusion / Acat C.D.T C.Environmental Consumation C.Environmental C.Environmental C.Environmental Consumation C.Environmental C.Environmental Consumation C.Environmental C.Environmental Consumation C.Environmental
	Returned Fay
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	Beland Sha Triage Score Discriminator Dictionary C Discriminator Dictionary
	Consca Eige Pain Assessment Document Allergies Mental Health Risk Falls Assessment Dementia Assessment Constants By Guttern By Constant By Constant
	Containing fairs
	Lucidar Demos art Cognitive Impairment Do you consider this incident Fer Patients Cognitive Impairment Telefed to domestic violence? For Patients
	Car Multimer O Yes O Yes O Yes Fraid No O No O No
	Instruction Is this attendance related to alcohordy Statis attendances Observations Document Past Medical instruct Document Past Medication History Neurological Assessment Document Annulatory Score
	Netalizity C Yes
	Unit Public Unit
	Safeguarding - ALL ANTHONY
	ALL ANTHONY ALL ANTHONY ED Safeguarding
	Any New Safequarding Concerns? Any Existing Safequarding Concerns? Details Of Safequarding Concerns
	O No Image: No No No
	Yes Yes Yes Priority 2: Inform safeguarding team via the MKUH order Priority 3: Ensure safeguarding children information shared with relevant teams
	Safeguarding Alert Raised? Child Behind The Adult Alert Raised? Multi-Agency Referral Form Complete?
	© Yes O Tes Priority 1: New safeguarding children O No © No © No O No O No © NA O NA

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	From the main left hand menu, select Requests/Care Plans and then click the add button.
3.	ALI, ANTHONY ×
	ALL, ANTHONY Ag Allernies: Hazelouts DC
	PDD: Re
	Menu P Requests/Care Plans
	ED Clinical Notes
	Results Review
	Requests/Care Plans 🕂 Add
	Drug Chart
	Task List Orders for Signature
	Assessments/Fluid Balance
	Document in Plan
	Clinical Notes
	Allergies I Add ED Chest Pain
	Suggested Plans (0) Problems and Diagnoses
	Form Browser
	Histories Diet
	Type in MKUH into the search and select MKUH Safeguarding team informed from the drop down.
4.	
	ALI, ANTHONY - Add Order
	ALI, ANTHONY Age:39 years Sex:Male Loc:KD8-GH ED Allergies: Hazelnuts DOR:24/Sen/78 MRN:513939 Emergency [25/Jan/2018 16:11 < No - Discharge date >] Fin#:3
	PDD: Resus: NHS No:965-689-6513 Clinical Staff:Ajuwon , Richard Babatunde
	Diagnoses & Problems
	Search: MKUH si 🗸 Advanced Uptions 🗸 Type: 👘 Inpatient 🗸
	MKUH Safeguarding Follow Up Search within: All
	e Add 🍒 Convert Display: All
	a Annotated Display Code DOSE: 5 mg - ROUTE: inhaled a
	Dr a
	C Problems
	- Add - Convert E No Chronic Problems
	Display: All
	Annotated Display Name of Problem A Co
	Vie ALI, ANTHUNY - 513939 Done
	Reconciliation History
	Fill in the safeguarding form with the relevant details and click Sign.
5.	You must still also contact the Safeguarding Team via phone/bleep to ensure it has been escalated
	appropriately.
	■ Details for MKUH Safeguarding Team Informed
	Dectails III Order Comments Discriminatory abuse Organisational abuse
	Charge City of the Analysis City of the Analysis City of the City
	requesteu start uate/ Hime: 1/1/1/2/2016 V 1/203 V Claim Debula Claim Debula V
	0 Missing Required Details Dx Table Orders For Cosignature Sign