

# SAFETY HUDDLES – PAEDIATRICS

## SCRIPT TEMPLATE

<b>TIME</b>	This should occur at the same time each day	
<b>LOCATION</b>	This should occur at the same location each time	
<b>DURATION</b>	Approximately 10 minutes	
<b>HUDDLE LEADER</b>	Establishing a clear leader is important This may include the nurse in charge or medical lead	
<b>INTRODUCTIONS</b>		
<b>Huddle leader</b>	Introduce yourself and invite anyone not known to the team to introduce themselves	
<b>LOOKING BACK</b>		
<p><i>What did we do well in the last 24hrs?</i></p> <ul style="list-style-type: none"> <li>▪ Come prepared with an example</li> </ul> <p><i>Who did we harm in the last 24 hrs?</i></p> <ul style="list-style-type: none"> <li>▪ Identify key learnings from incidents reported in IIMS in the last 24 hrs</li> </ul>	<p><i>What have we done to reduce the risk?</i></p>	
<b>LOOKING FORWARD – ARE OUR PATIENTS AND STAFF SAFE?</b>		
<p>Identify patients with “Watcher” criteria <i>Refer to “Who is a Watcher” document</i></p> <p>Identify and address any family/carer concern</p> <p>Predictions over the next 12-24hrs: Challenges:</p> <ul style="list-style-type: none"> <li>▪ Capacity/Occupancy/Access</li> <li>▪ Clinical risk/Acuity</li> <li>▪ Workforce/skill mix/staffing</li> </ul> <p><i>Any other safety concerns?</i></p> <ul style="list-style-type: none"> <li>▪ Unsafe practices/processes</li> <li>▪ Equipment/stock</li> </ul>	<p>To prepare for this we will.....</p> <ul style="list-style-type: none"> <li>▪ Plan interventions to reduce the risk of patient deterioration</li> <li>▪ Escalate all identified issues early</li> </ul>	
All members of the huddle are offered an opportunity to raise concerns- <i>Are there any new concerns?</i>		
<b>ENSURE CLOSED LOOP COMMUNICATION IN ALLOCATING ACTIONS TO MITIGATE RISK</b>		
<b>FINISH – END THE SAFETY HUDDLE AND THANK EVERYONE FOR ATTENDING.</b>		

To be read in conjunction with the CEC Safety Huddles Implementation Guide.

### About the Paediatric Patient Safety Program

The CEC's Paediatric Patient Safety Program aims to work across a range of areas to improve the quality and safety of health care for children and young people in NSW.

For further information, please visit  
<http://www.cec.health.nsw.gov.au>