# SAFETY HUDDLES – PAEDIATRICS
## SCRIPT TEMPLATE

<table>
<thead>
<tr>
<th>TIME</th>
<th>This should occur at the same time each day</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>This should occur at the same location each time</td>
</tr>
<tr>
<td>DURATION</td>
<td>Approximately 10 minutes</td>
</tr>
<tr>
<td>HUDDLE LEADER</td>
<td>Establishing a clear leader is important This may include the nurse in charge or medical lead</td>
</tr>
</tbody>
</table>

## INTRODUCTIONS
- Huddle leader: Introduce yourself and invite anyone not known to the team to introduce themselves

## LOOKING BACK
- **What did we do well in the last 24hrs?**
  - Come prepared with an example
- **Who did we harm in the last 24 hrs?**
  - Identify key learnings from incidents reported in IIMS in the last 24 hrs
- **What have we done to reduce the risk?**

## LOOKING FORWARD – ARE OUR PATIENTS AND STAFF SAFE?

- Identify patients with “Watcher” criteria
  - Refer to “Who is a Watcher” document
- Identify and address any family/carer concern
- Predictions over the next 12-24hrs: Challenges:
  - Capacity/Occupancy/Access
  - Clinical risk/Acuity
  - Workforce/skill mix/staffing
- Any other safety concerns?
  - Unsafe practices/processes
  - Equipment/stock
- To prepare for this we will:
  - Plan interventions to reduce the risk of patient deterioration
  - Escalate all identified issues early
- All members of the huddle are offered an opportunity to raise concerns - Are there any new concerns?

## ENSURE CLOSED LOOP COMMUNICATION IN ALLOCATING ACTIONS TO MITIGATE RISK

## FINISH – END THE SAFETY HUDDLE AND THANK EVERYONE FOR ATTENDING.

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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

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