****

**Care Closer to Home (CCTH) for Children**

**Staff Information Referral Process**

**The Care Closer to Home Service operates 7 days a week from 8am – 8pm N.B Referrals after 6pm will be reviewed the following day**

* The medical review indicates that child is medically stable but would benefit from nursing support/ intervention in the community setting. Paediatrician/nurse/family discussion to agree referral and intervention to be delivered by the Care Closer to Home service.
* All referrals must be emailed. The nurse completes the CCTH referral form and emails this to the generic email address – ABB.careclosertohomechildren@wales.nhs.uk **along with a phone call to the CCTH South team – 01633 748056 or CCTH North team – 01443 802283 to confirm whether referral will be accepted.**
* **Out of hours (after 5pm and weekends) the CCTH nurse will contact the ‘Patient flow Co-ordinator’ (via voicera – 01633 493699) to advise name and contact details for referral to CCTH during the shift**
* Following referral acceptance the nurse prepares the discharge pack (documentation and equipment) which goes with the child and family:
	+ Fluid chart
	+ Completed Drug chart
	+ Cannula Care Bundle (if child is for IV management)
	+ Current PEWS observation chart (this is important as it will indicate clinical change)
	+ Fluid challenge chart and Dioralyte (where appropriate)
	+ Dressings (2 days supply)
	+ Medications (the CCTH team have a supply of Ceftriaxone)
	+ IV administration equipment
* Parents/carer will be provided with the CCTH Parent Information Leaflet as well as a written advice leaflet or website information with further information about the child’s condition and what to expect over the next few days.
* The child’s medical notes remain in the clinical area (children’s ward/CEAU).
* **Paediatrician will enter child onto the CCTH Watch list. They will have open access to the ward for clinical review by a Paediatrician if there is cause for clinical concern or signs of deterioration.**