



Royal Manchester Children's Hospital

Preparing For Your Child's Admission To Hospital

Information For Parents And Carers



INVESTOR IN PEOPLE



We understand that a hospital stay can sometimes be a little confusing. We hope that this leaflet will help to answer some of the questions you may have.

How can my child be prepared for coming into hospital?

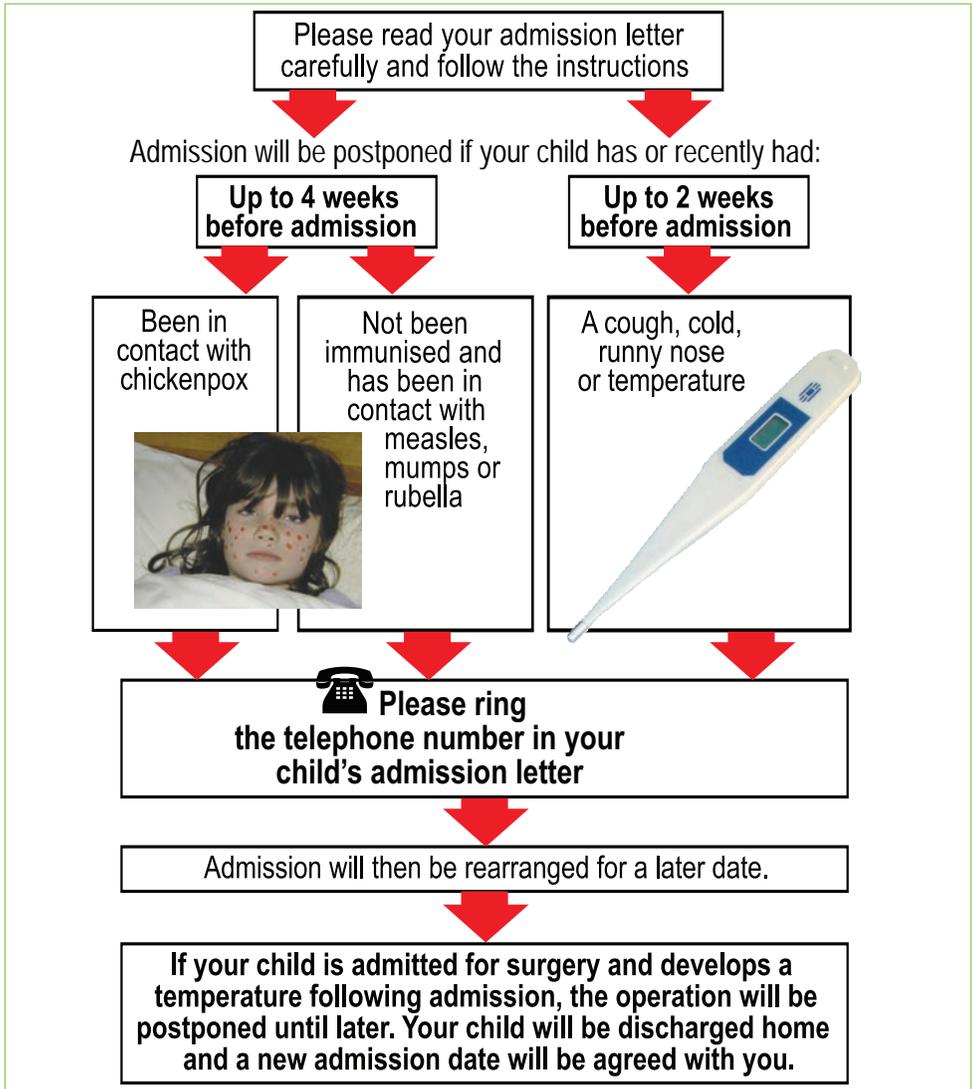
- Be honest and talk to your child regardless of their age, about hospital and what is going to happen.
- You and your child can visit the hospital before admission. This will give you both a chance to ask questions, and be given advice. You can also tell us about any specific requirements your child may have.



To arrange this:

please call ☎ **0161 701 0698** and leave your contact details, a member of the Play Services will then contact you.

What if my child is unwell before admission?



How long will my child be in hospital?

Please ask the ward staff who will discuss with you how long your child may be in hospital and their discharge arrangements.



What if my child has specific requirements?

If you or your child have specific requirements please inform the nurse responsible for your child's care on admission to the ward/unit.

Consent to treatment

You may need to sign a consent form. Please ensure that the person who has legal responsibility for your child accompanies them to hospital. The people who can give consent are:

- The child's mother.
- The child's father if he is married to the mother at time of the child's birth*.
- A legally appointed guardian with a residence order.
- A local authority with a designated care order.

* Note:

If the child was born **before** 1st December 2003 and the child's father is **not** married to the mother, to give consent he must have acquired parental responsibility through the courts.

If the child was born **after** 1st December 2003 and the child's father is **not** married to the mother, to give consent he must either have registered the child's birth jointly with the mother or acquired parental responsibility through the courts.

Please note all relevant documentation must be produced on admission otherwise we will not be able to treat your child.

Further information regarding consent is available on the following website www.doh.gov.uk/consent.

The image shows a sample of a 'Parental agreement to investigation or treatment for a child or young person CONSENT FORM 2' from Central Manchester and Manchester Children's University Hospitals. The form is titled 'F2 01481' and includes the following sections:

- PLEASE PRE-READ AND USE A BLACK BALL POINT PEN**
- Patient details (or pre-printed label on both copies)**: Fields for Patient's surname/family name, Patient's first name, Date of birth, NHS number (or other identifier), and checkboxes for Male and Female.
- Special requirements (or other appropriate communication method)**: A field for the responsible health professional.
- Name of proposed procedure (or course of treatment)**: A field for the proposed procedure, with a note to include brief explanation if medical term not clear.
- Statement of health professional**: A section for the health professional to state they are fit to be used, have explained the procedure to the child and his/her parent(s), and have explained the intended benefits and serious or frequently occurring risks.
- Any extra procedure(s) which may become necessary during the procedure**: Checkboxes for blood transfusion, x-rays/fluorography, and other procedures (please specify).
- I have also discussed what the procedure is likely to involve, the benefits and risks of any available alternative treatments (including no treatment) and any particular concerns of this patient and his or her parent(s).**
- The following leaflet has been provided**: Checkboxes for general and/or regional anaesthesia, local anaesthesia, and sedation.
- Contact Details**: Fields for Name (PRINT), Date, and Job Title.
- Statement of Interpreter**: A section for an interpreter to state they have interpreted the information above to the child and his or her parent(s) to the best of their ability and in a way in which they believe the child can understand.
- Signature**: Fields for Name (PRINT) and Date.
- Copy accepted by patient/parent (yes / no (please circle))**: A checkbox for patient/parent consent.
- Patient's Notes**: A field for patient notes.

What will we need to bring?



Medication:

Please bring any medication your child is taking. This includes all medicines, inhalers, creams or other medication that your child takes. You should give these to a member of the ward staff on admission.

Personal Belongings

These are suggested items that you and your child may wish to bring if your child is admitted as a day case.

- Nappies
- Books/comics (please label these)
- Comfort toys (avoid expensive toys)

If your child is admitted for one night or longer you should bring the items listed above as well as the following:

- Day and night clothes
- Toothbrush and paste
- Facecloth and soap
- Hairbrush/comb
- Towel



Please note any personal belongings are the responsibility of the parent/carer. The Trust does not accept responsibility for these. There is limited storage space at each bed.



- **Mobile Phones** Please ask a member of staff about the use of mobile phones on the ward/unit as these are not allowed in some clinical areas.

Photography is **not** allowed within the hospital.

Food

- Breast feeding facilities are available. Please ask the ward staff.
- If your child is following a diet or on a special feed recommended by their doctor or dietitian please tell the staff as soon as possible on admission so we can arrange this for your child.
- You will be given a menu each day to help your child select their food. A range of meals are available including Halal, Kosher and vegetarian, please speak to your child's nurse.



Can I stay overnight?

Yes, but we can only provide accommodation for one parent/carer.



What are the visiting hours and who can visit?

- On the day of your child's operation please keep visitors to a minimum.
- Parents/carers can visit at any time.



- Two other visitors are welcome between the hours of **1.00 pm to 5.00 pm** and **6.00 pm to 8.00 pm**.
- As the space per bed is limited, we ask that visitors are kept to a minimum throughout your child's stay.



- All children visiting who are under 16 years must be accompanied by an adult. It is the parents/carers' responsibility to supervise their child/children at all times whilst at the hospital.
- If you or any visitors have been exposed to any infections such as chicken pox, measles, diarrhoea or vomiting then please check with the ward staff before entering the ward.



Car Parking



The closest car park to the Children's Hospital is the Hathersage Road Multi-storey car park. This car park is situated on Hathersage Road by the junction with Upper Brook Street. There is disabled parking on the ground floor of the car park and in front of the hospital. There are also drop off parking bays in front of the hospital which are time limited. If your child is a long stay in-patient you can buy a weekly/monthly car parking ticket. Please ask the ward staff for more information.

If you are claiming benefits or on a low income you **may** be entitled to reclaim all or part of your travel costs. Please take your receipts with proof of your entitlement to benefits to the Cashiers' Office. This is open Monday – Friday 8.45 am – 1.00 pm and 1.30 am–4.00 pm. For further information contact the Hospital Travel Cost Scheme Helpline on 0845 850 1166.

Alcohol/Recreational Drugs

Alcohol and drugs are not permitted on the hospital premises. Parents or visitors who are considered to be intoxicated or in possession of alcohol or recreational drugs will be asked to leave the hospital.



No Smoking Policy

The NHS has a responsibility for the nation's health. Protect yourself, patients, visitors and staff by adhering to our no smoking policy. Smoking is **not** permitted within any of our hospital buildings or grounds. The Manchester Stop Smoking Service can be contacted on Tel: (0161) 205 5998 or at www.stopsmokingmanchester.co.uk.



Infection Control Advice

Your child should have a bath or shower before coming into hospital and on the day of surgery. The Trust is participating in the '**clean your hands**' campaign and actively encourages staff, patients and visitors to wash their hands, whilst visiting and carrying out patient care.



All visitors/parents/carers must use the Alcohol Hand gel from the dispenser when entering and leaving the ward you are visiting. If you are unable to access the gel, please ask the ward staff to assist.



You should always wash your hands

- After visiting a toilet or using a commode
- After changing nappies
- Before meal times – please ask ward staff if facilities are not readily accessible
- Before and after participating in any nursing care for example, suctioning a tracheostomy tube

Please inform the ward staff if you or any of your child's brothers and sisters have an infection or have been in contact with children with measles or chickenpox that may be passed on to others. Coughs and colds may not be a problem for yourselves or your children, but may be more serious if passed on to more vulnerable children in hospital.

Catering Facilities

There is a restaurant serving a range of hot and cold food and drinks. There is also a cafe in the atrium. If your child is an in-patient they should **not** be taken into the restaurant to eat. There is a meal service for patients on their ward.



Multi-Faith Prayer Rooms

There is a multi-faith Prayer Room available on the ground floor and first floor of the hospital site. If you wish to speak to a faith leader please ask a member of staff. There is a Shabbos Kitchen within the ground floor prayer room.

We are a teaching hospital

The Trust is involved in teaching medical, nursing and other students and because of this there may be students on the ward. Staff will ask you beforehand if you would mind students being present.

Although we would appreciate your agreement, we do realise that you and your child may wish to talk with the doctor/nurse privately. We will always respect your wishes and whatever you decide will not affect your child's treatment in any way.

Zero Tolerance Policy

We are committed to the well-being and safety of our patients and our staff. Please treat other patients and staff with the courtesy and respect that you would expect to receive.

Verbal abuse, harassment and physical violence are unacceptable and may lead to prosecutions.

Useful Websites

Hospital Advice and Information

www.cmft.nhs.uk

Family Support

www.wellchild.org.uk

www.actionforsickchildren.org.uk

www.cafamily.org.uk (contact a family)

Travelling to Hospital

www.dh.gov.uk (hospital travel costs)

www.gmpete.info (public transport)

www.cmft.nhs.uk (directions)



Suggestions/Comments

The staff are here to help and it is important for them to know if you have any comments or suggestions about the services you have received.

If you have a concern, or wish to make a complaint, please speak to a member of staff on the ward who will be able to help you.

Alternatively you can contact the Family Support Service on: ☎ **0161 701 8700**

Monday - Friday 9.00 am - 4.30 pm (answer phone available outside of these hours).

E-mail: childrens.pals@cmft.nhs.uk

This information is also available in Braille and CD versions.

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Tel: (0161) 205 5998 (www.stopsmokingmanchester.co.uk).

Translation and Interpretation Service

Do you have difficulty speaking or understanding English?

আপনি কি ইংরেজীতে বুঝতে কিংবা বুঝাতে পেরেছেন ? (BENGLALI)

क्या आपको अंग्रेजी बोलने या समझने में कठिनाई है ? (HINDI)

તમે ભાષા કાંઈક વાતચીત કરવામાં મુશ્કેલી આવે છે ? (GUJARATI)

ਕਿ ਤੁਹਾਨੂੰ ਅੰਗ੍ਰੇਜ਼ੀ ਬੋਲਣ ਜਾਂ ਸਮਝਣ ਵਿਚ ਟਿਕਤ ਹੈ ? (PUNJABI)

Miyey ku adagtahay inaad ku hadasho Ingriisida aad sahamto (SOMALI)

هل لديك مشاكل في فهم اوالتكلم باللغة الانجليزية ؟ (ARABIC)

你有困難講英語或明白英語嗎？ (CANTONESE)

کیا آپ کو انگریزی سمجھنے اور سمجھانے میں ذقت پیش آتی ہے ؟ (URDU)

☎ **0161 276 6202/6342**

Royal Manchester Children's Hospital

Oxford Road, Manchester, M13 9WL

For Satellite Navigation Systems use Post Code M13 0JH

www.cmft.nhs.uk

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