1 Audience
This document applies to all health care professionals who are involved with the Paediatric phlebotomy clinic. It provides guidance for the Paediatric phlebotomy service during the Covid-19 pandemic.

2 Process
Public Health England is currently advising the public to Stay at Home. Staying at home will help control the spread of the virus to friends, the wider community, and particularly the most vulnerable.

Certain elective services such as Paediatric phlebotomy clinics will be reinstated with safety measures in place.

2.1 When do the Paediatric Phlebotomy clinics take place?
Monday 08:00 - 12:00
Wednesday 08:00 – 12:00
Friday 14:00 – 17:00

Appointments will be booked in 30 minute slots.

2.2 Where will the phlebotomy clinics take place?
Phlebotomy clinics will take place in the Paediatric Assessment Area (PAA), in room Sparkle.

2.3 How can appointments be booked?

- Clinician (consultant/GP) to provide parents with blood test request form
  - Note – there may be previous blood forms that were placed in a phlebotomy folder on Macgregor ward. But this folder should not be used in the future.
- Parent/carer will call PAA on telephone 01926 495321 ext. 4271 to book appointment. Please ensure they have a form.
- PAA staff member to write Name, Date of Birth, telephone number on Phlebotomy Diary
- PAA staff to inform parent where to apply anaesthetic cream. Anaesthetic cream can be purchased by the parent/carer from local pharmacy. Advise parents if they can see a vein (on backs of hands or inside elbows then place there – at least two places. If they can’t see a vein to apply to all four places). Anaesthetic cream to be applied an hour before their appointment and can be held in place with cling film.
- PAA staff will inform parent/carer that:
o Only one parent/carer is to attend with child
o Parent/carer must bring blood test request form. If child attends without the request form, the appointment will need to be rescheduled. Due to social distancing, there are no waiting areas.
o On day of appointment, parent/carer to wait at Day Surgery entrance. They must call PAA via telephone from outside the hospital and they will be greeted at Day Surgery entrance by a member of staff from PAA who will provide the parent/carer +/- child with a surgical mask. This mask must be worn at all times.

2.4 Important advice for parent/carer at time of booking

- PAA staff to inform parent/carer that
  a) if the child or other members of the household have symptoms that may be caused by coronavirus (COVID-19),

OR

b) if the child and/or carer is self-isolating.
Then they must not attend the Paediatric phlebotomy clinic.
- Ask the parent/carer to contact the PAA on 01926 495321 ext 4271 to reschedule the appointment.

The most common symptoms of coronavirus (COVID-19) are recent onset of:
- new continuous cough and/or
- high temperature
- If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

2.5 Appointment day

- When parent/carer calls from outside of the hospital, PAA staff need to ensure the child and parent/carer are not symptomatic or currently isolating due to coronavirus.
- If symptomatic or self-isolating, the appointment needs to be rescheduled (see above)
- PAA staff member to greet child and parent/carer and provide surgical mask to be worn at all times whilst in hospital.
- PAA staff should wear appropriate PPE
  o This includes wearing a mask and visor, an apron and gloves for the phlebotomy session.
  o Aprons and gloves to be changed between patients.

- Surfaces, chair, trolley etc. will need to be cleaned after every patient using clinell wipes.

2.6 When will results be available?

- The parent/carer will be informed of the blood results by their clinician. Parents should not call the ward for the results.
3 Incident Reporting
In the event of an incident relating to the Paediatric Phlebotomy Clinic during Coronavirus Pandemic it will be reported via the Incident Reporting system (Datix) as described in the Incident Management Policy including the Management of Serious Incidents (SWH 00020) and the Being Open and the Duty of Candour (SWH 00356).

4 References
Stay at home: guidance for households with possible coronavirus (COVID-19) infection Updated 28 April 2020

5 Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>COVID19 Document Number Version Document</th>
<th>Document Name</th>
<th>Approved by whom</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.05.2020</td>
<td>CV19-17 v1.0</td>
<td>COVID 19 - Paediatric Phlebotomy Clinic during Coronavirus Pandemic</td>
<td>Silver Command</td>
<td>Approved for use.</td>
</tr>
</tbody>
</table>