

# TRANSPORT AND RETRIEVAL

## (KIDS NTS guideline)

### INTRODUCTION

The aim of a safe transfer policy is to ensure the highest standard, streamlined care. In the majority of cases transfer will be performed by a dedicated transfer team, but in certain cases the referring team may perform the transfer. In all cases the ACCEPT model (**Table 1**) can be used

### INDICATIONS FOR TRANSFER

- Uplift for services not provided at referring unit (including diagnostic and drive-through transfers)
- Repatriation
- Resources/capacity

**Table 1: ACCEPT model**

<b>A</b>	<b>Assessment</b>
<b>C</b>	<b>Control</b>
<b>C</b>	<b>Communication</b>
<b>E</b>	<b>Evaluation</b>
<b>P</b>	<b>Preparation and packaging</b>
<b>T</b>	<b>Transportation</b>

### ASSESSMENT

- Key questions are:
  - what is the problem?
  - what is being done?
  - what effect is it having?
  - what is needed now?

### CONTROL

- Following initial assessment control the situation:
  - who is the team leader?
  - what tasks need to be done (clinical care/equipment and resources)?
  - who will do them (allocated by team leader)?
  - who will transfer baby (if relevant)?

### CLINICAL CARE

- Preparation for transport begins with the referring team as soon as decision is made to transfer baby, even if being performed by another team

#### Airway/breathing

- If baby unstable or on CPAP with  $\text{FiO}_2 > 0.4$  and rising, intubate and ventilate
- Adjust ETT and lines depending on chest X-ray position; document all positions and adjustments and consider if repeat X-ray required; secure all lines and tubes
- If indicated, give surfactant [see **Surfactant replacement therapy – including less invasive surfactant administration (LISA) technique** guideline]
- If present, connect chest drains to a flutter valve
- If ventilated perform blood gas and adjust ventilation settings as necessary
  - if non-invasive ventilation support, have recent (<6 hr) gas result available
- KIDS NTS can transfer babies on any mode of ventilation – baby **MUST** be suitable for transfer

#### Circulation

- If baby dependent on drug infusions (e.g. inotropes, prostaglandin), 2 reliable points of venous access must be available

Transport and retrieval Revision 23 ready

- if baby receiving bicarbonate, insulin or inotropes insert double lumen UVC (**NOTE:** this only counts as 1 reliable point of venous access)
- check all access is patent and visible; ensure types and position of lines documented
- optimise blood pressure (see **Hypotension** guideline)
- ensure recent lactate result available
- ensure arterial line has BP transducer

### Drugs

- Antibiotics [see **Infection in first 72 hours of life** guideline and **Infection (late onset)** guideline]
- Decide whether infusions need to be concentrated
- Check vitamin K IM has been given
- Decide whether sedation/paralysis needed for transfer
- Ensure all drug syringes are labelled

### Environment

- Monitor temperature throughout stabilisation
- Cooling babies [see **Hypoxic ischaemic encephalopathy (HIE) including preparation for active cooling** guideline]

### Fluids

- Ensure all fluids and infusions are in 50 mL syringes and are labelled
- Change PN to maintenance fluids
- Volume as per **Intravenous fluid therapy** guideline
- Monitor intake and output

### Infection

- Check if any colonisation issues and inform receiving unit

### Parents

- Update with plan of care
- Discuss how parents will get to receiving unit – may be appropriate to travel with team
- Clarify method of feeding
- Document any safeguarding issues and handover directly to receiving unit

## COMMUNICATION

### Referring centre

- Make decision to transfer with parents' agreement; in exceptional circumstances this may not be achievable
- For neonatal uplift transfers referrer will locate neonatal cot and then call 0300 200 1100 to refer for transfer
- for Birmingham Children's Hospital PICU beds call 0300 200 1100 for conference call about neonatal transfer and cot location
- for speciality or other PICU bed, call receiving clinician directly then call 0300 200 1100 to refer for transfer
- for all other transfers, including transfer into regional children's hospital, referrer to confirm cot availability then call 0300 200 1100 to refer for transfer
- All transfers, provide:
  - demographics to administrator
  - clinical details to transfer team
    - history and clinical details
    - urgency of transfer
    - interventions, investigations and results
    - medications
- Document advice given/received
- Prepare transfer information/discharge summary and arrange for images to be reviewed at receiving hospital

Transport and retrieval Revision 23 ready

- Obtain sample of mother's blood (if required)
- Identify whether appropriate for parent to transfer with baby

### **Receiving centre**

- Ensure consultant and nurse co-ordinator accept referral and agree with advice given; handover must be between receiving and referring units

## **EVALUATION**

- Referring clinician, transfer team and receiving team evaluate urgency of transfer and decide who will do it
- Neonatal transfers are classified as:
  - time critical (e.g. gastroschisis, ventilated tracheoesophageal fistula, intestinal perforation, duct-dependent cardiac lesion not responding to prostaglandin infusion and other unstable conditions)
  - to be performed within 1 hr
  - to be performed within 24 hr
  - to be performed after 24 hr
- In the event of transfer team being unable to respond within an appropriate time period and an alternative transfer team cannot mobilise, referring unit may decide to perform transfer themselves in the best interests of the baby

## **PREPARATION AND PACKAGING**

- Three components:
  - clinical care (see above)
  - location and checking of equipment
  - allocation of team
- Transport equipment must be reserved for transport use only
- Team undertaking transfer must be trained in use of all equipment and drugs and be competent to perform any necessary procedures en-route
- Ensure air and oxygen cylinders are full before departure
- ETT and lines must be secured before transferring baby to transport incubator
- Baby must be secured in transport incubator

## **TRANSPORT**

### **Before leaving referring unit**

- Change to transport incubator gases (check cylinders are full)
- Check blood gas after changing to transport ventilator. Make any necessary changes
- Check lines and tubes are not tangled; check infusions are running
- Record vital signs
- Allow parents to see baby
- Contact receiving hospital to confirm cot still available and handover current clinical details (including infusions and ventilator settings)

<b><i>Only leave referring unit when team leader is confident that baby is stable for transfer</i></b>
--

### **On arrival at ambulance**

- Ensure incubator and equipment are securely fastened/stowed in accordance with CEN standards
- Plug in gases and electrical connections
- Ensure temperature in ambulance is suitable
- Check all staff are aware of destination
- Discuss mode of progression to hospital (e.g. category of transfer)
- Ensure all staff/parents are wearing seatbelts before vehicle moves

### **During road transit**

- Record vital signs
- If baby requires clinical intervention, stop ambulance in a safe place before staff leave their seats

Transport and retrieval Revision 23 ready

- Make receiving team aware of any major changes in clinical condition

#### **On arrival at receiving hospital**

- Follow the ACCEPT structure
- Handover to receiving team and then transfer baby to the unit's equipment
- transfer and receiving teams to agree order in which transfer happens
- After transfer, dispose of any partially used drugs and infusions before returning to ambulance

## **TYPES OF TRANSFER (KIDS NTS SPECIFIC)**

#### **Uplift transfers**

- Undertaken on day of referral once bed available

#### **ITU/HDU**

- Undertaken on day of referral once bed available

#### **Special care transfers**

- Referrer to confirm cot and handover to receiving unit
- Make referral to KIDS NTS between 0900–1800 hr on day before transfer
- allows parents to be made aware of transfer, handover to be given and all documentation completed
- Referrer to confirm cot on day of transfer
- KIDS NTS will call referring unit to plan time of transfer
- referring unit **should not** call KIDS NTS on day of transfer

#### **Drive through transfers for upper gastrointestinal study (commonly known as bilious vomiting pathway)**

- Applies to mature babies ( $\geq 35$  weeks) in the first 72 hr of life, who have not been discharged home and have no other co-morbidities, including confirmed infection
- Not suitable for babies on high flow oxygen or receiving mechanical ventilation
- Pathway available 0900–2200 hr
- Referrer to contact surgical tier 2 who will assess suitability and availability of 'back-up' bed
- if suitable, referrer to contact KIDS NTS to make a referral and assess for suitability for transfer
- if 'back-up' bed not available in accepting hospital, referring team may be asked to refer to alternative hospital