

Bay Area Medical Center Parent Handbook



Welcome to Bay Area Medical Center.

Dear Parent(s):

Welcome! We understand that it can be a very difficult and stress-filled time for you as your sick or injured child is admitted to the hospital. We will do everything we can to make your child's stay as **comfortable** as possible.

To make this hospital stay run smoothly, we have prepared this small booklet for you to inform you of our guidelines.

For Your Child's Health and Safety

A nurse is assigned to your child each shift the entire length of their stay at BAMC.

As we all know, children experience many diseases that are contagious. Some of these infections can be severe to someone who is already ill. Children can carry a disease and still appear healthy - for example, strep throat. Therefore, it is important for the well-being of all patients that hospitalized children not be allowed to go into other patients' rooms.



To prevent the spread of infection, children with a temperature, nausea, vomiting, diarrhea, cough or open skin lesions must stay in their room.

Please remember that toys cannot be shared between patients, and handwashing prevents spreading of germs.

Our pediatric staff at BAMC understands that at times it is hard to keep children in their room, especially when they start to feel better.

Supervision is a must to prevent accident or injury.

Safety and Guidelines in Pediatrics

- Identification bracelets are to be left on the child's wrist during their entire hospital stay.



- If an infant seat is used in a crib, be sure the child is secure.
- Side rails are to be up at bedtime for all ages.
- To ensure your child's safety, crib rails must be in closed position at all times unless you are standing at the crib.
- All children three and under should sleep in cribs unless parents sign a release of responsibility form.

I have read and understand all the safety regulations.

Parent's Signature _____

Witness _____

Date _____

1. When I am here, I want to participate in my child's care day or night. Yes No
2. Bathe or change my child's clothes or diapers. Yes No
3. Feed or supervise their eating. Yes No
4. Supervise their play. Yes No

Crib Release Form

It is our policy at Bay Area Medical Center to put children three years of age and under in cribs, and since I,

Parent or Guardian

do not want to have my child stay in a crib during his/her medical center stay, I hereby absolve the above mentioned hospital from any responsibility or liability should any injury result from my decision.

Parent or Guardian
Signature _____

Witness _____

Date _____

Going Home

Your doctor will write your discharge orders. He will discuss the plan for home care and recovery with moms and dads before discharge. The doctor's written orders will be transcribed by your nurse on discharge instruction sheets for your reference.

After your doctor tells you about discharge, you can anticipate a wait of approximately one hour for appointments, and paperwork to be completed.

The nurse will review these instructions on diet, levels of exercise, medications, treatments and follow-up appointments. If something is not clear to you or if you have any questions, please discuss them with your doctor or nurse.

Before going home, please check your room and drawers for all of your belongings.



- For your child's safety and well-being, any toys brought in should be washable and have no removable parts.
- Running, climbing and wheelchair racing are discouraged.
- Children should not push one another in wagons or strollers.
- To prevent injury or accidents, children should not be left unattended while out of bed, or while in high chairs, walkers, strollers, or swings.
- Do not allow metal, friction toys, battery-operated or electrical toys in tent when oxygen is in use.
- Only plastic glasses and bottles are to be given to children.
- For your child's health, we ask that only foil balloons (no latex balloons!) be brought in.
- Children should wear slippers or shoes when out of bed.
- To ensure your child's health as well as the health of other pediatric and adult patients, please check with staff members before taking your child to another area of the hospital (for example, cafeteria).
- We request that a parent or another adult be with the patient at all times whenever possible.

Thank You!

Thank you for choosing Bay Area Medical Center. Our staff has been proud to serve you during your stay at BAMC.

Please take a few moments to share your opinion of our services. We will be sending you a questionnaire regarding the overall care you received while a patient.

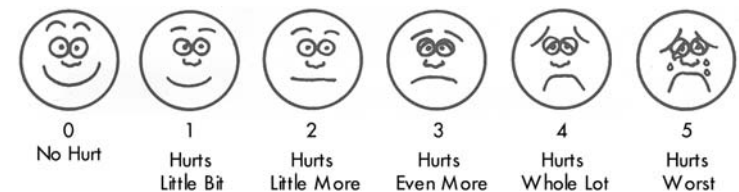
Feel free to bring your questions and concerns to our attention. We appreciate your help and interest.

Sincerely,

The Pediatric Nursing Staff

Pain Scale

- 10 = Worst possible
- 9 = Severe
- 8 = Intense
- 7 = Very, very strong
- 6 = Very strong
- 5 = Strong
- 4 = Somewhat strong
- 3 = Moderate
- 2 = Weak
- 1 = Very weak
- 0 = Nothing at all



Point to FACES. "How much hurt do you have now?" If child seems confused or does not respond, point to FACE 1 and say, "This FACE has no hurt." Slide your finger to FACE 5, and say, "This FACE hurts as much as you can imagine, although you don't have to be crying to feel this bad." If child is unable to choose a face, use original instructions.

A Few Notes on Floor Routine...



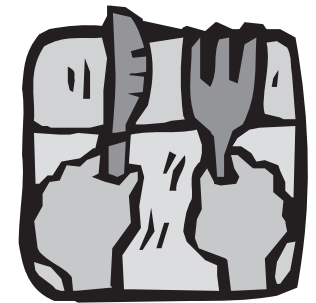
1. All children under two years of age are weighed daily or as ordered by your doctor. 11-7 shift staff weigh the child daily. A weight is obtained upon admission.
2. Because your child may have a fluid and/or food restriction while hospitalized, please check with a staff member when bringing any food or drink to the patient. Intake and output is recorded. Diapers are weighed with each change. Oral and IV intake is also recorded for each shift.
3. Vital signs check are temperature, pulse, respiration, blood pressure, and pain assessment. The patient's temperature will routinely be checked by a nurse every four hours; rectal temperatures are usually ordered by your doctor if necessary. Temperatures are checked more often if elevated or if ordered by your doctor. Blood pressure is taken by the 11-7 shift, plus upon admission.
4. IV sites will be checked by the nurse caring for your child every hour and between shifts.
5. We encourage parents to visit at any time. If one parent would like to stay overnight, we'll be happy to provide a cot or recliner. Other visitors may visit between 10 a.m. and 8 p.m. Please limit visitors to two at a time. If the condition of the patient is such that visitors other than parents are detrimental to the patient's well-being, the staff reserves the right to restrict other visitors.
6. Parents are encouraged to keep their child up to date with classroom instruction as his/her illness permits. Social service staff or case managers can assist with setting up a tutor if needed, or contact your child's school and they will assist you.
7. Meals are served at 8 a.m., 12 noon and 5 p.m.
8. Menus will be provided for the following day's meals.
9. Parents may purchase a guest tray. Bagels, toast and sweet rolls are sold by the auxiliary in the cafeteria Monday through Friday from 8:30-10 a.m. Coffee is always available, free of charge, in the cafeteria.
10. Please - no incoming calls after 9 p.m. Dial "9" for an outside line. After 9 p.m., all calls are routed to the nurses' station until 8 a.m.
11. Baths are given to patients during the day shift or as needed. Parents may assist with their child's care.
12. Children are allowed to visit in the Pediatric Unit. However, if the condition of the patient is such that visitation is detrimental to the patient's or visitor's well-being, the staff reserves the right to restrict other visitors.

13. TV sets should be turned off at a reasonable time so the patient can get a good night's rest. 10:00 p.m. is the usual bedtime.
14. Laboratory Testing: Laboratory personnel begin drawing blood at 5 a.m. to ensure that the results will be ready for the physicians during their rounds. The laboratory personnel also draw blood early in the morning so as not to interfere with your child's breakfast time.
15. Smoking: Bay Area Medical Center is smoke-free. Smoking is not permitted in the hospital. Patients will be allowed to smoke in their room only with the written order of their physician. Visitors should smoke in the area outside the cafeteria at Marinette and South of the main entrance toward 10th Avenue at Menominee.
16. Environmental Services: Your child's room will be cleaned each day by a member of our environmental services department. The cleanliness of your room is important to us. If there is something additional that we can do for you, please call the operator (press "O") to contact the director of environmental services.
16. Please ask a staff member for anything required from the refrigerator, or anything that is brought from home that needs to be refrigerated.
17. A VCR is available, and is to be shared by the pediatric patients. On your TV in each room, you will find educational videos on the "Instant Health Line" for your viewing (Channels 64 through 67).
18. Pain Scales are located in the rooms on the clipboards at the foot of the beds. Growth and Development Charts are located in Rooms 102-104-105 for your viewing.
19. BAMC has a toll-free number for your use: 1-888-788-2070.

Cafeteria/Meal Information

For the convenience of family members and guests, BAMC's cafeteria hours are:

- Breakfast:** 6:30-9:30 a.m.
Lunch: 11:00 a.m.-1:30 p.m.
Dinner: 5:00-6:30 p.m.
Weekends: 11:30 a.m.-1 p.m.;
5:00-6:30 p.m.



Guests and visitors are requested to use the cafeteria between **12:15 and 1:00 p.m., and 5:15 and 6:00 p.m.**

You may purchase meals that will be delivered to the patient's room at mealtime by calling Ext. 3227.

Vending services are available 24 hours a day in the cafeteria. Please call the Dietary Department, Ext. 3227, with any questions.