

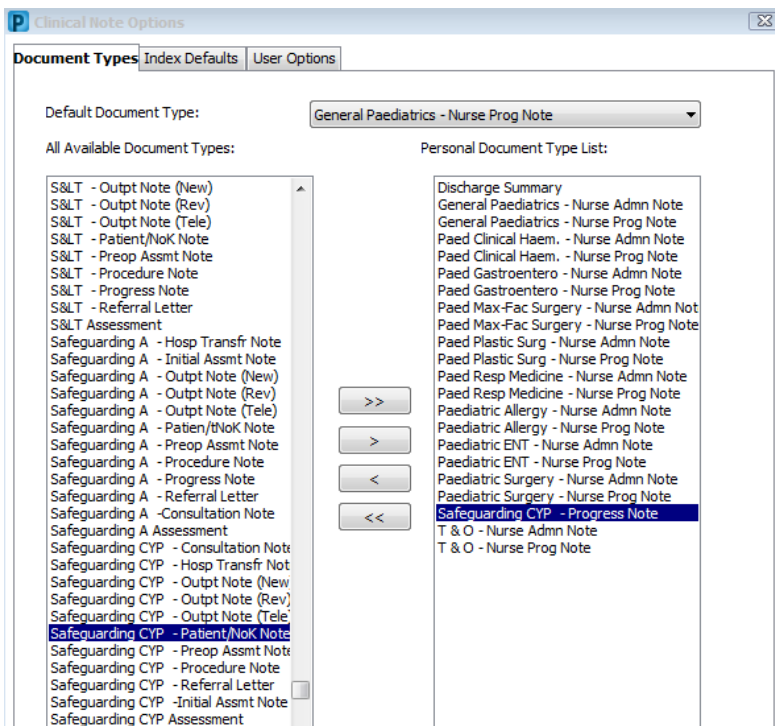
Safeguarding Children documentation on iClip

When documenting safeguarding children information for a child on iClip for ALL children on paediatric wards and PICU the note type **Safeguarding CYP – Progress Note** should be used.

This will make it easier for everyone involved in the care of the child to search and find notes relating to safeguarding more effectively, it also ensures that no safeguarding information is missed.

Patients who have safeguarding issues that require a (Purple) Safeguarding Issues Form need to have this completed on paper and put into the patient's paper medical records. – This allows the consultant to sign both the front and back of the safeguarding issues form and will ensure that it is scanned onto EDM following the child's discharge.

When safeguarding issues have been identified for a child all entries related to safeguarding on iClip must be documented in a separate document type from the usual nursing evaluation and medical progress notes under the note type **Safeguarding CYP – Progress Note**.



To add note types:

Click on **clinical notes** > Click **Documents at the top of the screen** > Click **Options** > then click **Safeguarding CYP – Progress Note** and > to move it to **Personal Document Type list** > click OK.

Then go to **Documentation** > Click Add > right click on **Type** > select **Personal Note type list**.