

## Appendix A2 – Complex Discharge Planning Meeting Template

This document can be used for any complex child requiring a coordinated Multi-Disciplinary Team discharge planning meetings.

This is a working document. Please make sure you are using the latest version by checking the version number and date updated below. The latest version of the document is available here <https://www.wellchild.org.uk/10-principles-for-complex-discharge/>

Version	1
Updated	July 2021

Review date: January 2024

### Complex Discharge Planning Meeting Template (Appendix A2)

Guidance note: Discharge planning meetings should be documented on a clear template that can be circulated as minutes following the meeting. A key professional managing the discharge should be identified. This may be a discharge coordinator or another key professional. This person should take responsibility for completing the form and ensuring that actions have a designated person to complete them. Minutes of the meeting should be shared with the family and relevant professionals/ services following the meeting.

INSERT TRUST LOGO HERE

## Complex Discharge Planning Meeting Template

<b>NAME</b>		<b>DOB</b>		<b>NHS NO</b>	
<b>ADDRESS</b>				<b>GP</b>	
<b>Venue</b>		<b>CHAIR</b>		<b>Date</b>	
<b>Minute Taker</b>					
<b>Attendees (for circulation)</b>	<b>Name</b>	<b>Role and contact details(phone/email)</b>			
<b>Also copy to (if not present)</b>					
<b>Apologies</b>					

AGENDA ITEMS		UPDATES AND ACTIONS
1	Welcome and Introductions	
2	Actions from previous minutes (if applicable)	
3.1	Medical <ul style="list-style-type: none"> <li>• Background</li> <li>• Update</li> </ul>	
3.2	Parents Update e.g., how do they feel things are going?	
3.3	Other Teams Update e.g., Respiratory, Neurology	
3.4	Physiotherapy Update <ul style="list-style-type: none"> <li>• Hospital Physiotherapy</li> <li>• Community Physiotherapy</li> </ul>	
3.5	Occupational Therapy Update <ul style="list-style-type: none"> <li>• Hospital OT</li> <li>• Social services OT</li> <li>• Local community OT</li> </ul>	
3.6	Speech and Language Therapy Update <ul style="list-style-type: none"> <li>• Hospital SALT</li> <li>• Community SALT</li> </ul>	
3.7	Dietetics / Nutrition Update	
3.8	Psychology Update (if available)	

3.9	Parent training Update (as applicable) <ul style="list-style-type: none"> <li>• Tracheostomy:</li> <li>• Ventilator:</li> <li>• Oxygen:</li> <li>• BLS:</li> <li>• Feed Pump:</li> <li>• Enteral Feeding:</li> <li>• Medication:</li> <li>• Other:</li> </ul>	(Action aiming to be completed by)
3.10	Housing Update	
3.11	Health Visitor/School Nurse Update	
3.12	Children’s Community Nursing Team Update	
3.13	Continuing Care Update	
3.14	Equipment Updates (as applicable) <ul style="list-style-type: none"> <li>• Ventilator and External Battery</li> <li>• Service contract</li> <li>• 2 x Humidifier</li> <li>• 2 x Suction Machines</li> <li>• Oxygen saturation monitor</li> <li>• Nebuliser Machine</li> <li>• Cot</li> <li>• Trolley for vent</li> </ul>	

	<ul style="list-style-type: none"> <li>• Buggy</li> <li>• Car seat</li> </ul>	
3.15	Care Agency Update	
3.16	Social Services Update	
3.17	Education Update	
3.18	Staged Discharge (if medically fit) <ul style="list-style-type: none"> <li>• Trips off the ward:</li> <li>• Rooming in:</li> <li>• Home Leave (day):</li> <li>• Home Leave (night):</li> </ul>	
3.19	Estimated date of discharge	
4	Any Other Business	
5	Date of next meeting (if applicable)	