Appendix 2: Practice appraisal protocol for paediatric sedation

REF	TOPIC	YES	NO
A	**GENERAL**		
1	Does the practice provide basic intravenous sedation, e.g. midazolam only?		
2	Does the practice provide advanced intravenous sedation techniques (combination of drugs)?		
3	Does the practice provide inhalation sedation (IS)?		
4	Do children aged 12 years and younger receive intravenous sedation at the practice? If yes, which drugs are used?		
5	Are sedation patients only ASA I or II? Do you do any fragile ASA II patients under sedation? Do you do any ASA III patients?		
6	Does the practice only use operator-sedation practitioners? Which drugs are they using for sedation?		
7	Does the practice normally operate with a separate sedation practitioner (dedicated)?		
8	Is the practice in good standing with the HPCSA?		
B	**FACILITIES**		
1	Do the premises appear to be well maintained?		
2	Are the recovery and waiting areas separate, or the procedure room used as the recovery room?		
3	Is there good lighting and ventilation in all clinical areas?		
4	Is there access for emergency services to the building?		
5	Is there access for emergency services to the surgery? Do you have a wheelchair available to transport patients?		
6	Is there space within the surgery to deal with an emergency?		
7	Is there space within the surgery for the sedation practitioner to work effectively and do resuscitation if necessary?		
8	Does the practice layout provide privacy for sedation of patients?		
9	Can the dental or equivalent chair be placed in the head-down tilt position where applicable?		
10	Are there facilities for a parent/caregiver to accompany their child while sedation is commenced?		
C	**SEDATION PRACTICE**		
1	Does the practice follow a recognised sedation protocol?		
2	Are patients normally assessed for suitability for sedation at a preceding appointment or during day of surgery?		
3	Are there possible options for anxiety and pain control explained to the patient prior to obtaining consent for sedation?		
4	Do parents/caregivers have the opportunity to ask questions?		

5	Are blood pressure and pulse oximetry assessed as part of the patient assessment and documented? Is capnography used in the practice?		
6	Is the patient monitored by a trained and experienced member of staff, during sedation and recovery?		
7	Does the practice prohibit parents/caregivers from remaining in the surgery during the procedure?		
8	Are recognised discharge criteria followed?		
9	Where are patients normally recovered?		
10	Does the sedation practitioner or trained staff discharge the patient?		
11	Are patients given a telephone or cell phone number to call in case of problems or complications?		
12	Does the practice ensure that all children have a responsible adult accompanying them home and to take responsibility for after-care at home? Which mode of transport will the child and accompanying adult use?		
13	Is there an agreed protocol with the local hospital and paramedics in case of an emergency?		
D	**DOCUMENTATION**		
1	Are parents/caregivers given written preoperative instructions?		
2	Are parents/caregivers given written postoperative instructions?		
3	Are the following noted and checked prior to sedation? Medical, dental and social histories: medical history questionnaire Previous sedations/general anaesthesia ASA category Fasting Preoperative vital signs (including BP) Treatment required Information to the patient regarding the procedure History of allergies		
4	Is written informed, valid consent for sedation and the procedure obtained prior to sedation? Is this sometimes changed during sedation?		
5	Is a contemporaneous record (sedation flow chart) kept of the administration of sedation?		
6	Do sedation practitioners keep a logbook or records of sedation cases?		
E	**EQUIPMENT**		
1	Is there equipment for measurement of blood pressures and oxygen saturation values?		
2	Is there a dedicated Inhalation Sedation (IS) machine? Does this have the following? - Minimum delivery of 30% O_2 - Emergency N_2O cut-off		
3	Is the IS machine checked by a suitably trained and qualified member of staff prior to each session?		

4	Is there scavenging of waste gases?		
5	Is the equipment serviced according to the manufacturers' guidelines?		
6	Are the gases stored according to current safety requirements?		
7	Date of last service?		
8	Is a pulse oximeter available? Is an ECG monitor available? Is a capnograph available? Are they all being used to monitor the patient?		
9	Does the pulse oximeter have audible alarms?		
10	Is the equipment serviced according to the manufacturers' guidelines?		
11	Date of last service?		
12	Is emergency oxygen available? What is the size of the cylinder? Is there a back-up supply/cylinder?		
13	Is there a self-inflating bag valve mask with reservoir bag for children (e.g. Ambu-bag)? Is there a 40% oxygen mask? Is there a rebreathing bag?		
14	Is there a pocket face mask (e.g. Laerdal pocket mask) to provide assistance with ventilation?		
15	Is there a set of nasal cannulae available?		
16	Is suction available and in working order? How often is suction cleaned and checked?		
17	Is back-up suction available?		
18	Is a laryngeal mask available?		
19	Are Yankauer suckers available?		
20	Is a defibrillator available?		
21	Is an AED available?		
22	Date of last service?		
23	Is the emergency equipment readily available? (SASA guidelines)		
F	**DRUGS**		
1	Are emergency drugs immediately available? (see SASA guidelines) Which ones do you have?		
2	Are all drugs, sedation and emergency, in date?		
3	Is there a designated person responsible for stock control?		
4	Are all emergency drugs readily available?		
G	**STAFF**		
1	Names and qualifications of all dentists, doctors and nursing staff involved in sedation practice at this address. Do they all have airway certification? Please supply details.		

2	Can all staff demonstrate in-house training in sedation, as well as a commitment to continuing professional education? Give details.		
3	Can all nurses assisting demonstrate in-house training in sedation?		
4	Can all recovery staff (if applicable) demonstrate training appropriate to their duties?		
5	Is all staff trained in at least BLS (airway certification)?		
6	How often is emergency training provided? Give dates.		
7	When was the last emergency training session?		
8	Is the facility suitable to provide moderate sedation and analgesia? If no, the following observations would need to be addressed for successful practice appraisal:		

Comments:

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Assessed by: _____

Date: _____

Position/qualifications: _____

Signature: _____