

INFORMATION FOR THE PARENTS OF THE PATIENTS ADMITTED ACCORDING TO A
SCHEDULE TO THE DEPARTMENT OF PAEDIATRICS AND NEUROLOGY OF
DEVELOPMENTAL AGE

Admission of the patient to the hospital department:

On the day of admission to the hospital department the patient should possess:

1. Documents:

- ∞ referral to the hospital issued by a medical doctor
- ∞ certificate issued by a paediatrician concerning medicines taken on a permanent basis
- ∞ confirmation of insurance (health insurance card or family health insurance card)
- ∞ results of performed examinations (MR, CT, X-Ray, EEG, psychological opinion)
- ∞ hospital discharge summaries
- ∞ child's health book
- ∞ legal guardian's identity card

2. The medicines taken by the patient on a permanent basis because of concomitant diseases and treatment must not be discontinued during the hospitalization. During the stay of the patient in hospital such medicines will be marked with the patient's data and stored in the treatment room in accordance with the manufacturer's recommendations. They will be protected against misuse by other patients and will be administered by a nurse in accordance with the medical recommendations.

3. Toiletries (soap, towel, toothbrush and toothpaste, comb or hairbrush, shampoo)

4. Pyjamas and footwear to change into. During the day the patient can wear their own comfortable casual clothes

5. Cutlery (excluding knife or another similar sharp instrument which might be dangerous) and mug

6. School equipment, notebooks, books for school-aged children

7. Thermometer

On the date of the scheduled admission the patient should report to the admission room between 8:00 and 10:00 am.

Accommodation:

The Department of Paediatrics and Neurology of Developmental Age consists of two units:

- ∞ small babies unit (K-3) designed for children aged 1 month to 3 years
- ∞ older children unit (K-2) designed for children aged 3 to 18 years

The conditions of accommodation and detailed terms of payment for the stay of the patients' carers in the hospital department are governed by the Regulation of the Director No. 60/2013 of December 23 2013 which can be obtained in the Secretary's Office of the Department of Paediatrics and Neurology of Developmental Age and which is accessible 24 hours a day in front of each nurse

room.

A patient in critical condition who requires intensive treatment and observation is admitted to the Intensive Care Unit or Observation Unit. Once the patient's clinical condition has stabilized, the patient is transferred to the General Unit.

The department offers three-bed rooms without sanitary facility, two-bed rooms with and without sanitary facility and one-bed rooms with and without sanitary facility.

The stay in a one-bed room is subject to the patient's health condition as well as to the availability of places in the above mentioned rooms.

Only one person can stay with the patient in the hospital department. This is conditioned by accommodation limits, safety and epidemiological reasons. We expect your understanding and taking turns while visiting the patient, particularly in multi-bed patient rooms to ensure that everyone has a chance to accompany the child without restricting the rights of other patients.

Visiting the patient:

- es Before you enter the department please leave your outerwear, coats and jackets in a free changing room, which is monitored till 20.00, and which is situated on the ground floor.
- es While staying in the department the visitor is obliged to comply with the requirements of the personnel.
- es You must not smoke or drink alcohol in the hospital. Whenever there are reasonable grounds to suspect that the legal guardian / visiting person is under the influence of alcohol or other drugs, if that person is aggressive or in another way disturbs the peace of the patients, the hospital personnel is entitled to ask such a person to immediately leave the hospital premises and to call security guards.
- es During a medical visit the doctors discuss problems subject to medical confidentiality. For that reason the doctor or nurse may request the visitor to leave the multi-bed patient room. The aim of this is to protect the personal data and respect the dignity of individual patients. The same applies to specialist consultations or performance of medical procedures.
- es The patients need to stay in the department till 2:00 pm due to examinations and consultations that may be conducted. Leaving the hospital department after that time is possible only under the care of the parent / carer subject to prior arrangements made with the nurse and after filling in a relevant document. The patients are also required to notify the nurse of their return and to record their return.
- es Visitors with symptoms of infection / cough, nasal congestion, sore throat, rash, diarrhoea, vomiting, malaise / or in the case of previous contacts with an infectious disease should refrain from visiting the patient in the hospital. Such health condition may pose a threat to the hospitalized patients.
- es The Hospital Epidemiology Board may temporarily limit or suspend the visits to the Department

of Paediatrics and Neurology of Developmental Age in the periods of increased seasonal incidence of diseases.

- ∞ The visitors are obliged to comply with the restrictions imposed on visits between 8:00 pm and 7:00 am to ensure the patients can rest well at night. During the night time the parents / carers of the patient can enter or leave the hospital building only in justified cases.
- ∞ Breast-feeding mothers and persons who deliver natural breast milk (to hand it over to the hospital) can access the department 24 hours a day, at any time. The breast milk must be transported in a sterile / boiled for at least 5 minutes container, marked with the given name and surname of the child, date, time and amount of breast milk. The milk can also be transported and stored in a cooler bag with ice packs for up to 24 hours. We do not recommend mixing breast milk sucked at different times.

Restrictions:

- * For epidemiological reasons and shortage of space, the pushchairs can be taken to the department only in individual, justified cases, with the consent of the Department Head or Head Nurse.
- * In the Department of Paediatrics and Neurology of Developmental Age one shall not use TV sets, laptops and other electronic devices, particularly in the case of children with suspected epilepsy or symptoms of epilepsy, as the above devices may aggravate symptoms of the disease. Bringing the above mentioned equipment to the patient room requires consent of the Department Head or Head Nurse.
- * The hospital personnel shall not be responsible for damage to or loss of toys or other valuable things that have not been secured by the patient / carer / visitor.
- * For epidemiological reasons the patient's carers must not bring to the hospital their own camp bed or mattress for the purpose of a 24-hour stay with the patient.

Discharge from hospital:

The patients are discharged from hospital each day after 12:00 pm