

STARLIGHT EXPRESS ROOM POLICY®

DOCUMENT SUMMARY/KEY POINTS

- Visiting the Starlight Express Room:
 - Inpatients must have permission from the ward staff before visiting the Starlight Express Room.
 - Outpatients are the responsibility of their parent. Parents are to sign their child in and out of the Starlight Express Room. Parents are not to leave hospital grounds whilst their child is visiting the Starlight Express Room.
- All children must be signed in and out of the Starlight Express Room by a responsible adult, parent or guardian on their first visit. Children over eight years of age can sign themselves into the Room on subsequent visits, however children under eight years of age must be accompanied by a responsible adult, parent or guardian whilst in the Room.

CHANGE SUMMARY

- Due for mandatory review – Now SCHN policy.

READ ACKNOWLEDGEMENT

- Ward Nursing staff should read and acknowledge they understand the contents of this document.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st April 2019	Review Period: 3 years
Team Leader:	Office Manager	Area/Dept: Community Relations

TABLE OF CONTENTS

Introduction	3
Hours of Operation.....	3
<i>The Children's Hospital at Westmead</i>	<i>3</i>
<i>Sydney Children's Hospital, Randwick.....</i>	<i>3</i>
Visiting the Starlight Express Room.....	3
How do patients get to and from the Starlight Express Room?	3
Do your patients want to stay in the Starlight Express Room?.....	4
<i>General.....</i>	<i>4</i>
<i>Personal Care.....</i>	<i>4</i>
<i>Medical</i>	<i>4</i>
<i>Contact.....</i>	<i>5</i>

Introduction

The Starlight Express Room is a safe, comfortable and exciting place of entertainment for all patients and their friends and family. 'Starlight Hits' is broadcast from the Starlight Express Room to bedside televisions.

To ensure that the Room can continue to provide a safe, comfortable and enjoyable environment, the following must be adhered to.

Hours of Operation

The Children's Hospital at Westmead

- Monday to Friday 10.00am – 5.00pm
- Saturday & Sunday & Public Holidays 11.00am – 4.00pm
- Starlight Hits: Monday to Thursday 6.00pm – 7.30pm
- Livewire: Monday to Sunday 6pm – 7.30pm

Sydney Children's Hospital, Randwick

- Monday to Friday 10.00am – 5.00pm
- Saturday & Sunday & Public Holidays 11.00am – 4.00pm
- Closed Easter Sunday, Christmas Day, Boxing Day and New Year's Day
- Starlight Hits: Monday to Thursday 5.00pm – 7.30pm
- Livewire: Monday to Saturday 6pm – 7.30pm

Visiting the Starlight Express Room

- Inpatients must have permission from the ward staff before visiting the Starlight Express Room.
- Outpatients are the responsibility of their parent. Parents are to sign their child in and out of the Starlight Express Room. Parents are not to leave hospital grounds whilst their child is visiting the Starlight Express Room.
- Children under eight years of age may access the Starlight Express Room but must be accompanied by their parent, guardian, or a responsible adult over 18 years of age.

How do patients get to and from the Starlight Express Room?

- Patients and their siblings can be taken and signed-in to the Starlight Express Room by parents or guardians.

- Only patients who are deemed responsible by ward staff can make their own way to the Starlight Express Room.

Do your patients want to stay in the Starlight Express Room?

General

- The Starlight Express Room is an entertainment facility for hospital patients and their families.
- The Starlight Express Room is not a crèche or child minding centre.
- Children must be signed in and out of the Starlight Express Room by a responsible adult. (i.e. parent, guardian)
- All patients require a parent or guardian to sign them into the room the first time they attend so Starlight have the guardian's contact details. Children under eight years of age must be accompanied by a parent or guardian when visiting the Room. Children over eight years of age may sign themselves in and out of the Room after their first visit.
- Adolescent outpatients 12 years & up (and with a cognitive/developmental level of 12 years) can sign themselves in and out, and must take responsibility for notifying the ward, department and/or parents/guardians. Starlight staff and volunteers may make enquiries to confirm permission.
- Only children over eight years-of-age (and with a cognitive/developmental level of eight - years-of-age and above) can be left in the Starlight Express Room without parental/guardian/medical supervision.
- The patient must have been told and clearly understand they are to stay within the Starlight Express Room until they are picked up. Children under eight years of age are not to leave the room alone.
- Children of staff are not eligible to utilise the Starlight Express Room unless they are patients (or siblings of) on the day they are signed in (applicable only to The Children's Hospital at Westmead).
- The Starlight Express Room at Sydney Children's Hospital, Randwick has cooking facilities that can be utilised for patient activities. Starlight staff will seek approval from parents, guardians, or if necessary, staff before allowing patients to participate in cooking activities or consume food made in the Starlight Express Room.

Personal Care

- The parent or guardian must ensure the patient knows where the toilet is.
- If the patient requires assistance with toileting and/or personal care they must be accompanied by a parent or guardian whilst in the Starlight Express Room.
- Starlight staff and volunteers are unable to provide food or drink for children.

Medical

- The parent or guardian must not leave the patient in the Starlight Express Room if the patient's condition requires constant supervision and/or frequent monitoring.

Contact

All visitors to the Starlight Express Room must be signed in by a parent or guardian (at all times for children under eight years of age and on first visit for children over eight years of age) via 'Orbit' the tablet at the entrance to the Starlight Express Room.

- All details must be filled in including a hospital ward location.
- All patients require a parent or guardian to sign them into the Room the first time they attend so Starlight have the guardian's contact details. A member of staff must be contactable at all times.
- Children can ask a Starlight staff member or volunteer to contact their parent, guardian or ward.
- Staff are welcome to call the Starlight Express Room to speak to their patient.

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