



**Allowah Presbyterian Children’s Hospital  
List of Approved Abbreviations**

# APPROVED ABBREVIATIONS LIST

## Application

<b>Effective Date</b>	<b>Programme Application</b>
June 2022	Allowah Presbyterian Children’s Hospital

<b>Key Policy Writer</b>	V. Leighton/ M. Clark
--------------------------	-----------------------

<b>Policy Review group members</b>	Executive Leadership Team (ELT)
------------------------------------	---------------------------------

## Approved / Reviewed

Approved by	Date	Review date
ELT 22.0706.02	6 June 2022	June 2024

## Document Control

Issue	Date	Author	Change Description
2	June 2022	V. Leighton	Scheduled review

### Other relevant policies

<b>Document Summary / Key Points:</b>
This policy lists the approved abbreviations and symbols that may be used in patient’s health care record.

<b>Change Summary:</b>
<ul style="list-style-type: none"> <li>Scheduled review – Abbreviation list updated. Sections 1-5 added.</li> </ul>










--



# Allowah Presbyterian Children’s Hospital

## List of Approved Abbreviations

### Safe Work Practices

								
PATIENT / PARENT EDUCATION	HAND HYGIENE	TAKE CARE WITH SHARPS	STANDARD PRE-CAUTIONS	ADDITIONAL INFECTION CONTROL PRECAUTIONS	BACK CARE MANUAL HANDLING	MAINTAIN ELECTRICAL SAFETY	SPILLS ARE HAZARDOUS	CLINICAL COMPETENCY

## 1. REFERS TO

The Abbreviation Policy lists the approved abbreviations and symbols that may be used in patient’s health care record. (Ministry of Health PD2012\_069 Health Care Records - Documentation and Management).

## 2. PURPOSE

This policy contains the authorised list of abbreviations to be used at Allowah Presbyterian Children’s Hospital. It applies to all health care records whether hard copy, electronic, a hybrid of both or in other forms.

## 3. POLICY STATEMENT

All staff will document only approved abbreviations and symbols in patient’s health care record. (Ministry of Health PD2012\_069 Health Care Records - Documentation and Management). This applies to all forms of the health care record, hard copy, electronic, a hybrid of both or in other forms. The use of abbreviations is not permitted when documenting on consent forms.

## 4. INTRODUCTION

All health care records must be legible and easily understood by all persons who access them, including consumers and external agencies. Use of approved abbreviations will improve documentation, communication and



# Allowah Presbyterian Children’s Hospital

## List of Approved Abbreviations

patient outcomes by reducing misinterpretations and providing medico – legal protection for staff.

### 5.THE HEALTH CARE RECORD

The main purpose of a health care record is to provide a means of communication to facilitate the safe care and treatment of a patient/client. A health care record is the primary repository of information including medical and therapeutic treatment and intervention for the health and wellbeing of the patient/client during an episode of care and informs care in future episodes.

The health care record is a documented account of a patient/client’s history of illness; health care plan/s; health investigations and evaluations; diagnosis; care; treatment; progress and health outcomes for each health service intervention or interaction.

The health care record may also be used for communication with external health care providers, and statutory and regulatory bodies, in addition to facilitating patient safety improvements; investigation of complaints; planning; audit activities; research (subject to ethics committee approval, as required); education; financial reimbursement and public health.

The health care record may become an important piece of evidence in protecting the legal interests of the patient/client, health care personnel, other personnel or Public Health Organisations (PHOs).

The health care record may be paper, electronic or a combination of both.

### 6.ABBREVIATIONS LIST

	A
ac	Ante cibum= before meals
addit	In addition or add
ADD	Attention Deficit disorder
ADHD	Attention Deficit hyperactivity disorder
ADL	Activities of Daily Living
AFO	Ankle Foot Orthosis
AIDS	Acquired Immune Deficiency Syndrome
am	Morning
ant.	Anterior
Appt.	Appointment
ASAP.	As soon as possible
AIN	Assistant in Nursing
Ax	Assessment
ATOR	At time of report



## Allowah Presbyterian Children's Hospital

### List of Approved Abbreviations

APCH	Allowah Presbyterian Children's Hospital
	B
bd	Bis in diem = twice daily
BNO	Bowels Not Open
BO	Bowels Open
BP	Blood Pressure
BSL	Blood Sugar Level
b/w	Between
BTF	Between the Flags
Bi-PAP	Biphasic Positive Air Pressure
BSP	Behaviour Support Plan
BPM	Beats per minute
	C
/C	With
Cal.	Calorie
Cap.	Capsule
CEO	Chief Executive Officer
CMV	Cytomegalovirus
CNS	Central nervous system
CNC	Clinical Nurse Consultant
CO2	Carbon Dioxide
CPR	Cardiopulmonary Resuscitation
CSF	Cerebrospinal Fluid
CT	Computerised Tomography
C.X.R.	Chest X-ray
CP	Cerebral Palsy
C-Pap	Continuous Positive Air Pressure
CALD	Culturally and Linguistically Diverse
	D
D/C	Discharge
DON	Director of Nursing
Dr	Doctor
DOB	Date of birth
DVT	Deep Vein Thrombosis
D/W	Discussed with
Dx	Diagnosis
DD	Developmental Disability
DSS	Disability Support Services
DCJ	Department of Communities and Justice



## Allowah Presbyterian Children's Hospital

### List of Approved Abbreviations

	E
ECG	Electrocardiograph
E Coli	Escherichia coli
EEG	Electroencephalograph
E.N.	Enrolled Nurse
ENT	Ear, Nose and Throat
EEN	Endorsed Enrolled Nurse
EOL	End of Life
	F
FBC	Full Blood Count
F.H.	Family history
F/I	For investigation
FT	Full time
FTT	Failure To Thrive
F/U	Follow up
Fa.	father
	G
G	Via gastrostomy
GA	General Anaesthetic
GIT	Gastrointestinal tract
GORD	Gastroesophageal reflux disease
G-Y	Gastrostomy
GMFCS	Gross Motor Function Classification Scale
G'mo	Grandmother
G'fa	Grandfather
G/P	Gatepass
GP	General Practitioner
	H
Hb.	Haemoglobin
HCO3	Bicarbonate
HNPU.	Has not passed urine
Hx/O	History of
HPU	Has passed urine
Ht	Height
Hx	History
H/O	Handover
HMV	Human metapneumovirus
	I



# Allowah Presbyterian Children's Hospital

## List of Approved Abbreviations

ICU	Intensive Care Unit
IDC	Indwelling Catheter
IMI	Intramuscular Injection
I/O	Insertion of
IV	Intravenous
IP	Intervention Pathway
In situ	in position
	K
kg.	Kilogram
k.j.	Kilojoules
	L
liq	Liquid
LFT	Liver Function Test
LSCS	Lower Segment Caesarean Section
(L)	Left
	M
M/A	Moderate amount
Mane	In the morning
Max.	Maximum
MBS	Modified Barium Swallow
Meds	Medications
mg	Milligram
MIDI	At mid-day
Min.	Minimal
mist	Mixture
Mod	Moderate
MO	Medical Officer
MRSA	Multi-Resistant Staphylococcus Aureus
MVA	Motor Vehicle Accident
Mx	Management
Mo.	mother
	N
NAD	No Abnormalities Detected
NBM	Nil by mouth
Neb	Nebulizer



## Allowah Presbyterian Children's Hospital

### List of Approved Abbreviations

NESB	Non English Speaking Background
NFO	No further orders
NFR	Not For Resuscitation
NG	Nasogastric
NGT	Nasogastric tube
Nocte	At night
NOK	Next of Kin
N/S	Normal saline
NUM	Nursing Unit Manager
NKA	No Known allergies
NKDA	No Known drug allergies
NOK	Next of kin
NP	Nasal prongs
NPA	Nasal prongs airway
NPO2	Nasal prong oxygen
NRB	Non rebreather (mask)
N/S	Normal saline
	O
O	Oral
O2	Oxygen
Obs.	Observations
O.T.	Occupational Therapist
OE	On examination
Oint	Ointment
O/N	Overnight
Ortho	Orthopaedics
O2 Sats	Oxygen saturation
OD	Overdose
OT	Occupational Therapist
	P
pc	After meals
PE	Pulmonary embolism Physical examination
PEG	Percutaneous Endoscopic Gastrostomy
pH	Measurement to determine acid-base balance
p/call	Phone call
Physio or PT	Physiotherapist
P.K.U.	Phenylketonuria
pm	Afternoon
PUIT	Passed urine in toilet
PO	By mouth, orally



## Allowah Presbyterian Children's Hospital

### List of Approved Abbreviations

POP	Plaster of Paris
PPT	Permanent Part Time
PR	Per rectum
Prem.	Premature
Prev.Rx	Previous treatment
PRN	When necessary but not more than 4 hourly without doctor's orders
Pt	Patient
Post.	Posterior
Post op	Post operatively
PU	Passed Urine
Pre med	Pre medication
PWC	Powered wheelchair
PPE	Personal Protective Equipment
	Q
Q4H	Every four hours
Q6H	Every six hours
quid	Four times a daily
	R
RA	Room air
RBC	Red Blood Cells
RDS	Respiratory Distress Syndrome
re	Regarding
Rehab	Rehabilitation
(R)	Right
RN	Registered Nurse
RNIC	Registered Nurse in Charge
R/O	Removal of
Rpt	Repeat
ROM	Range of movement
R/V	Review
Rx	Treatment, prescription
RR	Respiratory Rate
	S
S/A	Small amount
SaO2	Oxygen saturation
S/B	Seen by
SOB	Shortness of breath
Sibs.	Siblings





## Allowah Presbyterian Children's Hospital

### List of Approved Abbreviations

SIDS	Sudden Infant Death Syndrome
SP	Speech Pathologist
stat.	Immediately and nce only (statim)
STD	Sexually Transmitted Disease
S.W.	Support Worker
	T
T's & A's	Tonsillectomy and adenoidectomy
T.A.	Tendoachilles
Tab.	Tablet
TB	Tuberculosis
TBA	To be arranged
t.d.s	Three times daily
tet-tox	Tetanus toxoid
TLC	Tender loving care
Temp.	Temperature
T.O.R.C.H.	Toxoplasmosis, others, Rubella, Cytomegalovirus, Herpes simplex
TPR	Temperature, pulse and respiration
t/f	transfer
	U
U/A	Urinalysis
U/O	Urine output
U.E.C.	Urea Electrolytes Creatinine
URT	Upper Respiratory Tract
URTI	Upper Respiratory Tract Infection
U/S	Ultrasound
ung	Ointment
U.T.I.	Urinary Tract Infection
	V
VMO.	Visiting Medical Officer
V & D	Vomiting and diarrhoea
	W
W.B.C.	White Blood Count
WNL.	Within normal limits
Wt	Weight



## Allowah Presbyterian Children's Hospital

### List of Approved Abbreviations

w/ch	wheelchair
XR	X-ray
CXR	Chest X-ray
	SYMBOLS
#	Fracture
↓	Decrease
↑	Increase
°C	Degrees Centigrade
⊕	Positive
-ve	Negative
>	Greater than
<	Less than
1/24	1 hour
1/7	1 day
1/52	1 week
1/12	1 month
@	at
&	and
+	Slight trace
++	Trace
+++	Moderate trace
++++	Large trace
%	Percentage

## 7. REFERENCES

NSW Ministry of Health PD2012\_069 Health Care Records - Documentation and Management

Australian Commission on Safety and Quality in HealthCare: Recommendations for Terminology, Abbreviations and Symbols used in the Prescribing and Administration of Medicines

Sydney Children's Hospital Network (SCHN). Approved Abbreviation List for use in Medical Records. 2016-9005 v2