Children's Emergency Department protocol for use of medical photography

1. **No** photographs are to be kept on the Paediatric "G-drive", on the desktop or on the camera.

2. **If photographs are required for the medical records**:

   a. **In hours**: contact clinical media on extension 4318 / 4319 or mobile 07824837040

CMC
The Clinical Media Centre

Brighton and Sussex University Hospitals NHS Trust
Sussex House, 1 Abbey Road, Brighton, BN2 1ES
tel: 01273 696955 ext: 4318/4319 fax: 01273 664506
mob: 07824837040

DESIGN • PHOTOGRAPHY • VIDEO
Advice and support for all your clinical,
non-clinical media and visual communication needs
CMC – *visualising health*

   b. **Out of hours or for uploading to TRIPS for transfer of images to QVH**: use the CED camera which is stored in the CD cupboard. Ensure the camera is set to the correct date before taking photographs.

TRIPS www.trips.nhs.uk
Telemedicine Referral Image Portal System

3. Out of hours photographs to be kept for medical records:
   - Take consent for the photographs and place in the medical records.
   - Email the photographs and a photo of the consent form to **bsuh.clinical.photography@nhs.net**
     - For child protection related images, state "child protection case"
     - For non-child protection related images, state "Paediatric non-CP case".
   - The photographs will be transferred into the medical images system by the clinical media staff and a hard copy sent to the relevant consultant.

4. Delete any images from the camera, the desktop, or any other drive on the computer once you have finished.

Dr C Bevan, Dr M Lazner. Updated May 2019.