

RECORDING INTAKE AND OUTPUT

1. Explain the importance of keeping the fluid balance chart to patient to gain his co-operation
2. Explain the role patient has to play to him
3. Get requirements e.g. measuring jug for intake and output, fluid chart and a pen
4. Record all measurements in milliliters
5. Record amount of infusion/transfusion and other fluid intake in the intake column
6. Record any output such as urine, watery stool, vomitus at output column
7. Record any output for 24 hours depending on hospital policy
8. Find fluid balance by subtracting output from
9. Inform the nurse - in charge/doctor if amount of output is greater than the amount taken in or when there is abnormally low output

SIGNATORIES

Name of staff(MO/NO/CO/COI/MIDWIFE/ ETC)

Name:

sign.....

Date:

Department in charge

Name:.....

sign.....

Date:

Nursing Officer in charge

Name:.....

sign.....

Date:

Hospital Administrator

Name:.....

sign.....

Date: