

## Fluid Balance Charting Policy

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### Purpose / Policy

To ensure accurate documentation on the CDHB Fluid Balance Charts

### Scope/Audience

Clinical Staff

### Associated documents

- [CDHB Fluid Balance Monitoring Policy](#)
- CDHB Fluid Balance 24 Hour – A4 Chart A4 C280020
- CDHB Fluid Balance 24 Hour – A2 Chart C280020B
- CDHB Fluid Balance Summary QMR0006
- Christchurch Women’s Acute Observation Chart C280090
- CDHB Enteral Feeding Policy (in draft)

### Policy statement

- The CDHB Fluid Balance chart (FBC) is available in two sizes, A4 and A3. The only difference between the charts is that the A3 chart provides more column space for the complex patient.

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- If the FBC has been initiated for input or output only, write this on the top of the chart and put a line through the inappropriate side of the FBC.
- Blank columns that are provided on the FBC are to be used to record a specific aspect of the patient's intake and/or output. Place the appropriate headings in these columns.

## Management Directions

### Each Hour

- Record fluid administered over the previous hour
- Record all output, as required
- Write the total input amount in the column headed "Running total IN "A" and write the total output amount in the column headed "Running Total OUT "B".
- Calculate the total balance i.e. A-B and document the negative/positive amount in the column headed "Overall in/out total balance A-B".
- Running totals are required each hour across the input and output columns
- In some cases, running totals are also required down each column for every hour.

### End of 8 hour shift

- At the end of each shift, total each input and/or output column that is required and complete the running totals as outlined above.
- Running totals are carried forward into the next shift.

### 24 hour total

- The FBC is to be totalled at 0600 hours and the 24 hour total is to be transferred to the Fluid Balance Summary chart and also entered in the previous 24 hour balance box at the top of a new FBC.
- A new FBC is to be started at 0600 hours each day if required.

## Measurement and Evaluation

Area specific auditing of charts

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## Lippincott Procedure and References

[Intake and output assessment](#)

<b>Policy Owner</b>	Nurse Coordinator Projects Christchurch Hospital
<b>Policy Authoriser</b>	Executive Director of Nursing and Chief Medical Officer
<b>Date of Authorisation</b>	15 December 2015

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