



**INSTRUCTIONS FOR  
24 HOUR PEDIATRIC INTAKE & OUTPUT SUMMARY**

1. Stamp addressograph plate in lower left corner. Enter date in upper left corner.
2. Time (left column):
  - a. Use of the 24 hour clock is recommended.
  - b. Thirty (30) lines are available to allow for 24 hourly and 6 additional entries.
  - c. The hospital nursing service has the option of segregating each shift by a bold or different color line.
  - d. The hospital may choose to subtotal at the end of each shift (8 or 12 hours) by inserting double bold lines and transferring the subtotals.
3. The two major column entries are Intake and Output:
  - a. Under Oral Intake:
    - Type--refers to fluid source (i.e., milk, soup, water)
    - Amount--intake volume in cc's
  - Under Parenteral Intake
    - Solution--specify including additives
    - Volume--specify in cc's
    - Absorbed--specify in cc's at the end of the shift, upon discontinuance or when fully infused per hospital policy
  - b. Under Output:
    - Volume--specify in cc's
    - Note: The not infrequent presence of a watery stool makes the determination of what is urine and what is stool difficult.
    - Unformed stools are 80% water. For infant diapers, the weight of the soiled diaper minus the weight of the dry diaper equals the output in ounces (1 oz. = 30 cc).
4. On the lower third of the form, space is provided for Shift Subtotals and 24 Hour Totals of Intake and Output. Use of Shift III is not required for hospitals/units staffing on 12 hour shifts.
5. The Weights notation in the lower right corner provides spaces for the current day and time (Today and Hour) as well as the previous day (Yesterday) and admission day (Admit). These provide a quick reference for previous status.