NEONATAL SECURITY

This LOP is developed to guide clinical practice at the Royal Hospital for Women. Individual patient circumstances may mean that practice diverges from this LOP.

1. AIM
   - To optimise security of neonate to prevent misidentification and/or neonatal abduction

2. PATIENT
   - Neonate

3. STAFF
   - Medical, nursing and midwifery staff
   - Allied Health Staff
   - Administration Staff

4. EQUIPMENT
   - Identification bands
   - Neonate cot

5. CLINICAL PRACTICE

   General
   - Ensure staff wear their identification (ID) badge at all times within the hospital
   - Advise parents to ask for staff identification if it is not visible
   - Ensure ID bands on neonate are checked on admission to any new area. Replace if missing
   - Direct any enquires regarding the neonate to the parents
   - Ensure that provision of information on a neonate with a mother registered in iPM with an alias is restricted to appropriate staff only

   Postnatal
   - Encourage mother to keep neonate with her at all times
   - Encourage rooming-in
   - Communicate to parents that there is no supervision of neonates left in the Arrivals Lounge
   - Document maternal request for the neonate to ‘room-out’ in the Integrated Clinical Notes
   - Ensure the neonate has ID bands before separating the mother and neonate
   - Designate care of the neonate to a midwife where the mother has to attend a clinical appointment and there is no other responsible adult available
   - Ensure formal ID of both mother and neonate are checked on return of separated neonate to the mother. Document on sticker in neonatal care plan and for both a parent and a staff member to sign
   - Recommend transport neonate in their cot during hospitalisation
   - Lock main Postnatal Wards door during non-visiting times: 13.00 - 16.00 Hrs and 20.00 – 07.00 Hrs

   Newborn Care Centre
   - Keep Newborn Care Centre (NCC) doors locked at all times
   - Give parents NCC information package when the neonate is admitted to the NCC
   - Adhere to visiting regulation of NCC: only two visitors (one must be a parent or a person nominated by a parent) per neonate at any one time
   - Nominate four primary visitors to visit neonate when parents are not present. Nominated primary visitors will be identified on neonate’s notes and provided with an authorisation to visit
NEONATAL SECURITY cont’d

6. DOCUMENTATION
   • Integrated Clinical Notes
   • Neonatal Care Plan
   • Neonate separation from mother’ Sticker

7. EDUCATIONAL NOTES
   • Midwives educate mothers about the importance of rooming-in for bonding, establishment of lactation and security
   • Posters highlighting the benefits of rooming-in are affixed to each postnatal woman’s room and on walls and doors of postnatal Arrivals Lounges
   • Posters regarding staff identification are affixed to ward areas and lifts
   • Special visiting requests into NCC are to be discussed with senior nursing staff within NCC

8. RELATED POLICIES / PROCEDURES / CLINICAL PRACTICE LOP
   • Identification of Neonates
   • Admission of the Neonate to Postnatal Services
   • Rooming In
   • MoH Clinical Procedure Safety PD2014_036
   • MoH Patient Identification Bands PD2014_024

9. RISK RATING
   • Low

10. NATIONAL STANDARD
    • CS – Communicating for Safety

11. REFERENCES

REVISION & APPROVAL HISTORY
Reviewed and endorsed Obstetrics LOPs group 7/4/16
Previously titled : Neonatal Security Procedure
Approved Patient Care Committee 5/2/09
Endorsed Obstetric Clinical Guidelines Group November 2008

FOR REVIEW : APRIL 2021

….Appendix
APPENDIX A

Reason baby separated from mother: ____________________________
Seperated Date and Time: ____________________________

Baby's ID bands checked when separated: □ Yes □ No

Signatures:

Parent: ____________________________  Staff: ____________________________  Staff: ____________________________

Reunited Date and Time: ____________________________
Baby's ID bands checked on return: □ Yes □ No

Signatures:

Parent: ____________________________  Staff: ____________________________  Staff: ____________________________