

**CHECKLIST FOR COMPLETION OF DOCUMENTATION AND NOTIFICATION FOLLOWING DEATH OF A BABY**

Attach patient label
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Name of nurse caring for baby at time of death: _____
Care handed over to: _____

	DATE	SIGN AND PRINT NAME	COMMENTS
<b>Baby and family</b>			
Take 3 photographs and offer 2 of them to the parents in the Memories folder. If parents decline photographs, place in notes and inform parents that this has been done			
Seek permission from parents to obtain foot/hand prints and place in Memories folder			
Place Memories folder in envelope provided and give to parents			
Provide relevant literature. Document leaflets given in comments column			
Notify chaplain or other religious representative if parents wish. Inform parents of memorial services and date if appropriate			
Involve parents in preparation of the body (last offices) as much as they wish, with respect to cultural practices. [Care after death in hospital (last offices) policy].			
<b>Medical Certificate</b> Doctor signing the certificate should print name alongside signature and GMC number. Place certificate in envelope provided and give to parents. If post mortem is required the medical certificate will be issued after the post mortem is complete			
Complete the 'IV lines removed or in-situ' sticker, and place in the medical notes			
<b>Mortuary documentation</b>			
<b>Notice of Death</b> Attach white copy to shroud. Place yellow copy in the medical notes. The pink copy to go in the bereavement box			
<b>Release of the body form</b> Complete the relevant section and send with baby to the mortuary			
<b>Rapid registration of birth and death</b> (Weekends and Bank Holidays, except Christmas day, Easter Sunday and Good Friday). Contact Birth and deaths			

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<b>Blue funeral request form</b> Complete the form and ask the mother to sign. Send with the baby to the mortuary			
<b>Cremation certificate</b> To be signed by 2 doctors. To be send to the mortuary with the baby			
<b>Clinical information for fetal/perinatal post mortem</b> To be completed if for post mortem. Attach to the post mortem forms and send to the mortuary with the baby			
<b>Post mortem or Coroner's referral</b>			
<b>Post mortem forms</b> Informed consent must be obtained for full or partial post mortem. Place white copy in the medical notes. The blue copy is sent with the baby to the mortuary. Yellow copy is given to the parents. In addition send 'release of the body' and hospital funeral form with the baby for post mortem. All admissions to the Neonatal Unit require the placenta to be sent to the mortuary. To be kept for 1 month. Midwives to complete the documentation.			
<b>Coroners</b> A copy of the medical notes needs to be sent with the baby to the mortuary			
<b>Inform registry office</b> Contact registry office via email informing them that a baby has gone for PM/Coroners. Provide details of name, date of birth, date of death, mothers name and contact number. State that the parents are aware to contact them when medical certificate is available			
<b>Database</b>			
MBRRACE-UK (database) Specialist Midwife for Clinical Governance and Risk, and Lead Midwife for Risk need to be notified			
OASIS system to be amended by the appropriate ward clerk			
Enter baby details onto BADGER database and print 6 copies of the notification letter. Send copies to: <ul style="list-style-type: none"> <li>• GP</li> <li>• Community midwives (if baby under 28 days of life)</li> <li>• Health visitor</li> <li>• Obstetric secretary</li> <li>• Medical notes</li> <li>• Social services (if applicable)</li> </ul>			

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Complete congenital anomaly section on BADGER database if applicable			
Babies with confirmed congenital anomalies complete WMCAR form NNU place copy in medical notes and send original to WMCAR in pre-paid envelope. Maternity Unit and send to Specialist midwife Screening Co-ordinator, ANC			
Complete DATIX incident form. Document the automatic issue number in the comments box			
<b>Notifications</b>			
Notify GP by telephone. Also complete GP notification form. Top copy to remain in book, second copy to be posted to GP			
Telephone Community midwives – if baby under 28 days of age			
Telephone Health visitor			
Complete Child Health Department notification form and send via fax. Put original and fax receipt in the medical notes. Also call Child Health Department for confirmation of receipt of fax			
Send Badger letter to Child Death Review Co-ordinator at Safeguarding and Review Service			
<b>Email</b>			
Matron for Paediatrics and Neonates			
Baby's named Consultant and their secretary			
Obstetric Consultant and their secretary			
Child death Review Co-ordinator			
Specialist Midwife for Clinical Governance/Risk			
If for PM/coroners, email register office			
<b>Records</b>			
Enter details in admission book including date and time of birth and death			
Complete Bounty suppression form and place in envelope on obstetric unit			
Inform <b>pharmacy</b> to cancel TPN (if receiving)			
Send notes to baby's named <b>Consultant Paediatric Secretary</b> when documentation complete			
<b>Parents who wish to take their baby home</b>			
<b>Medical certificate</b> must be completed			
<b>Release of body form</b> must be completed and given to the parents			
<b>Funeral request form</b> completed and given to the parents			

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Nurse/Midwife must contact the local police informing them the parents will be transporting the deceased baby in their car/vehicle			
<b>Contact Rapid registration of birth and death</b> (Weekends and Bank Holidays, except Christmas day, Easter Sunday and Good Friday). Contact Births and Deaths, if necessary			
<b>Advise parents</b> that they should inform their mortgage lender if they wish to bury the baby on their home premises			
<b>Advise parents</b> that local authority legislation is in place that governs the safe and sanitary disposal of the body			