



TRANSFER AND DISCHARGE

CHILD HEALTH NURSE

The community Child Health Nurse (CHN) receives a birth notification from the postnatal wards.

TRANSFER AND DISCHARGES OF ALL NEONATES FROM NCCU

- Complete the Special Child Health Nurse Referral Form, ensure accurate and comprehensive documentation on form.
- State on form when transfer to another hospital.
- **Note:** If the neonate is allocated to the home visiting program a comment is to be written in the summary of care section of the form stating that the NCCU home visiting nurse will be visiting
- The ward clerk will fax completed form to either rural or metro CHN coordination centre.
- The original copy is to be filed in the correspondence section of the neonates medical records.
- Complete the following in the Personal Health Record (leave all pages intact)
 - Birth details, Vitamin K, Newborn Screening Test, Weight, Length, Head Circumference and Immunisations.
 - Enter local Child Health Centre details, see [Metropolitan Child Health Centre Allocations](#) or [Regional Child Health Listing](#).

NEONATAL DEATH AND NEONATES WITH SPECIAL NEEDS

- A phone referral to the relevant CHN should be made by the nurse caring for the neonate or CNC.
- The Special Referral to Child Health Services Form is to be faxed as stated above.

Please remind all parents on discharge to contact their child health nurse if they have not received contact in first 7 days after discharge home.

REFERENCES

National Standards – 1- Care provided by the clinical workforce is guided by current best practice
Legislation –OD 0345/11 [Operational Directives and Information Circulars](#)
Related Policies - Nil
Other related documents – [Metropolitan Child Health Centre Allocations](#)
[Regional Child Health Listing](#).

RESPONSIBILITY

Policy Sponsor	Neonatology Clinical Care Unit
Initial Endorsement	August 2006
Last Reviewed	February 2014
Last Amended	July 2015
Review date	July 2018

Do not keep printed versions of guidelines as currency of information cannot be guaranteed. Access the current version from the WNHS website