

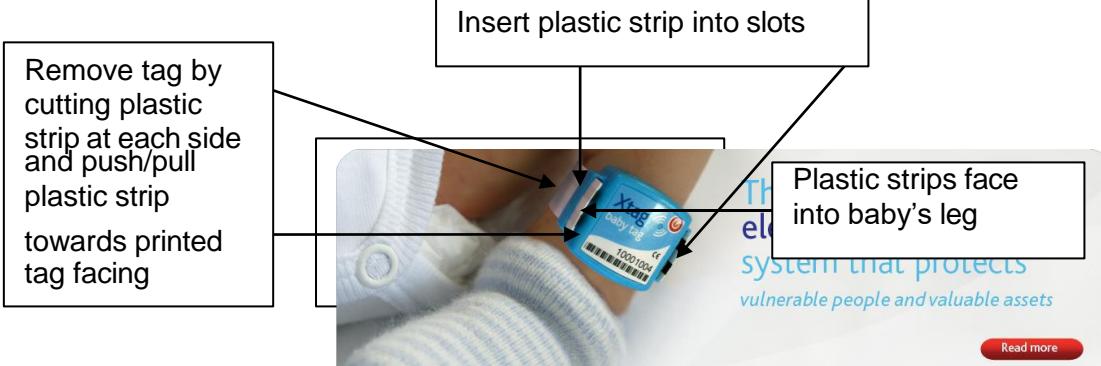
**Standard Operating Procedure (SOP)**

<b>SOP Title</b>		<b>Newborn Security (including process for escalation of an abducted baby)</b>		
<b>SOP Number</b>		016		
<b>Care Group</b>		Women and Children's		
<b>Version Number</b>		3.1		
<b>Effective Date</b>		20 <sup>th</sup> December 2024	<b>Review Date</b>	August 2026
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<b>Approved by</b>		Maternity Governance		
<b>Approval date</b>		20 <sup>th</sup> December 2024		
<b>Distribution</b>		Maternity Departments within SaTH Care Group		
<b>Location</b>		Maternity Services		
<b>Document Control</b>				
<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Status</b>	<b>Comments</b>
1	6.5.14	Guideline Midwife	New	New in SOP format revised from guideline
1.1	10.12.15	Guideline Midwife	Revision	Addition of process for abducted newborn
2.0	18.8.18	Guideline Midwife	Full review	Full version review for SOP update
3.0	21.08.23	Postnatal Ward Manager	Full review	
3.1	20.12.24	Postnatal ward Manager	Revision	Appendix "Parents Declining Security Tag"
<b>SOP Objectives</b>		<ul style="list-style-type: none"> <li>▪ Midwives will promote security arrangements for access, monitoring and supervision of parents, babies and visitors.</li> <li>▪ Midwives will identify and label newborn babies after delivery.</li> <li>▪ Midwives, ANNPs and Doctors will check identification labels prior to and during any clinical or care procedures</li> <li>▪ Electronic tagging will be used in areas where this is available.</li> <li>▪ Process of escalation of an abducted baby.</li> </ul>		
<b>Scope</b>		All inpatient newborn's within SaTH Maternity Services		

Performance Measures	<p>Identification labels are checked during the daily examination of the baby and recorded onto the MIS.</p> <p>Electronic tags (where available) are checked during the daily examination of the baby and recorded onto the MIS.</p> <p>The SaTH Trust Security Manager conducts spot check audits of the Electronic Tagging serial numbers and which department area they are allocated to.</p> <p><b>Also refer to SaTH Missing Patient Policy</b></p>
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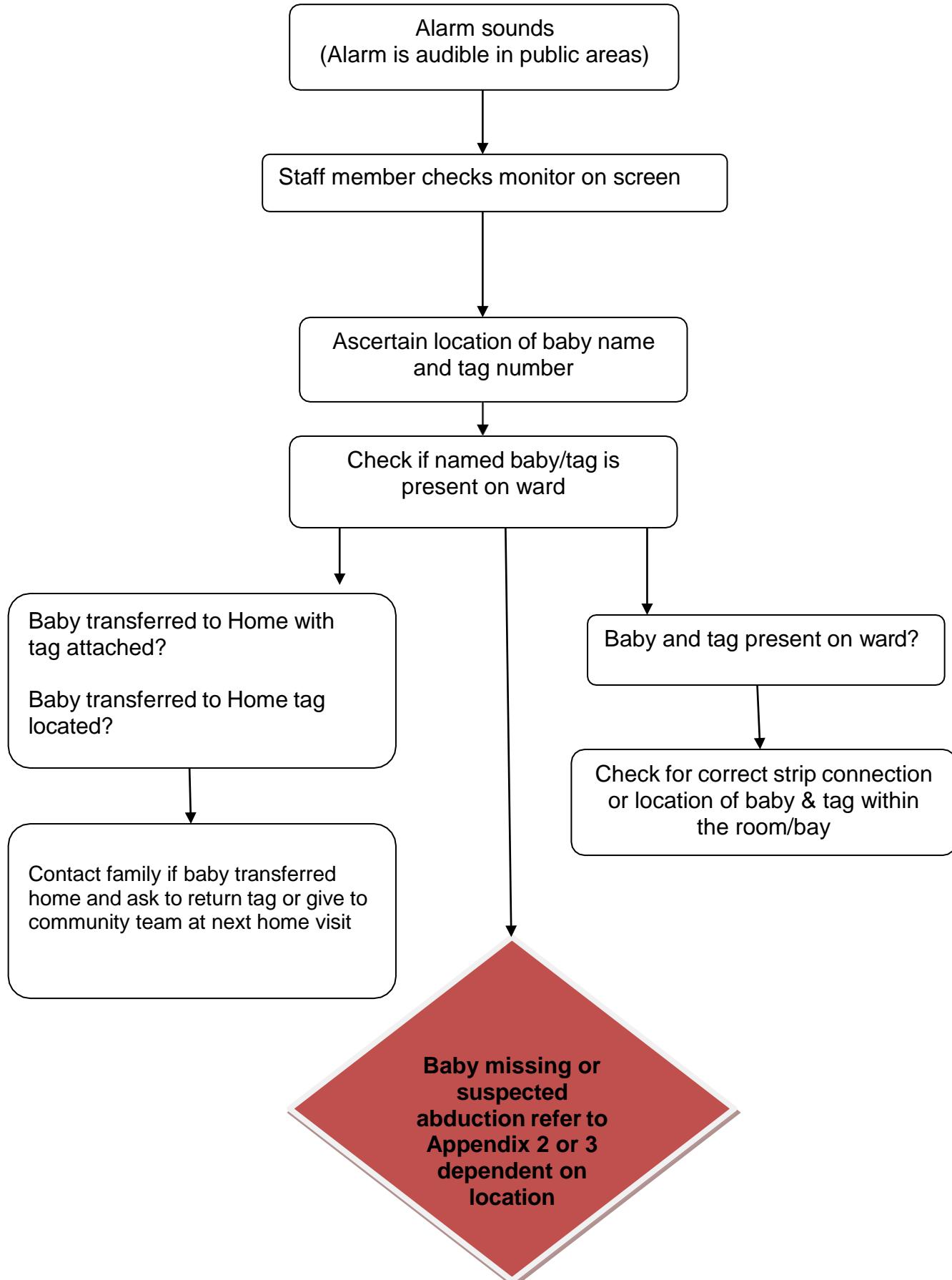
Number Section	Brief	Responsibility
1	<p><b>Access, security and supervision</b></p> <p>Restricted security entry system and CCTV (where available) are in operation within SaTH maternity areas (including the Midwife Led Units at Ludlow, Bridgnorth and Oswestry). Maternity areas have a restricted access swipe badge entry system for staff access.</p> <p>Visitors and inpatients gain access via the restricted security entry system intercom/buzzer.</p>	
	<p>Visitors to maternity areas are required to use an intercom/buzzer system to state who they are and who they are visiting. The number of visitors is restricted to 3 per bed. There are designated visiting times in each area which are clearly displayed.</p>	
	<p>Mothers are informed not to remove their babies from the maternity area unit/ward without being accompanied by a member of staff.</p>	
	<p>Details of the restricted access and security arrangement and visiting times are included in the 'Pregnancy Information' and 'After the Birth' Pregnancy Information Booklets (PIB).</p> <p>Midwives on the Wards will remind parents and visitors of the reasons for the security measures.</p>	
2	<p><b>Identification procedure for inpatient newborn infants (see section 6 for Electronic Security Tag process applicable maternity areas)</b></p> <p><b>Birth/Labour Room</b></p> <p>Two identification labels are prepared by using the unit number from the pre-printed bar code which is affixed to the Initial Assessment Sheet, the identification labels will contain the following information:</p> <ul style="list-style-type: none"> <li>▪ Name of the mother (Baby of .....)</li> <li>▪ Baby's unit number (corresponding with bar code number on the Initial Assessment Sheet)</li> <li>▪ Date of birth</li> <li>▪ Time of birth</li> <li>▪ Gender of baby</li> </ul> <p>The allocated unit number is added to the Maternity Information System (MIS) which generates the newborn's NHS number.</p>	Midwife
	<p>The Midwife will show these labels to the parent(s) for verification. If this is not possible the Midwife will verify the details with another member of staff.</p>	Midwife
	<p>During the initial examination of the newborn, the midwife will attach both labels to the baby, on the wrist or ankles.</p> <p>The Midwife will secure the labels to ensure they are not too loose but also not too tight in order to minimise friction to the baby's skin.</p>	Midwife
	<p>The midwife will explain to the parents the importance of correct identification, and ask them to inform a midwife or member of staff if a label comes off the baby.</p>	Midwife
	<p>The baby will not leave the birth/labour room until the labels are in place, unless this is for a valid reason e.g. resuscitation on MLU.</p>	Midwife
3 SOP -	<p><b>Postnatal areas</b></p> <p>Newborn Security V3 August 2023 – August 2026 Maternity</p>	Page 3 of 7 Midwife

Number Section	Brief	Responsibility
	<p>The identification bands must be checked during episodes of care as follows</p> <ul style="list-style-type: none"> <li>▪ Daily examination of the baby by the Midwife (recorded on MIS)</li> <li>▪ The Health Professional who completes the Examination of the Newborn</li> <li>▪ Administration of drugs/medication</li> <li>▪ The newborn is separated from the mother for any reason</li> <li>▪ The newborn is transferred to another unit or ward (recorded on MIS)</li> <li>▪ Transferred home (recorded on the MIS)</li> </ul>	
<b>4</b>	<p><b>Procedures when identification bands become detached from baby</b></p> <p><b>One band detached:</b></p> <ul style="list-style-type: none"> <li>▪ The Midwife will prepare a new band.</li> <li>▪ This is checked with the mother if she is available, or with a second member of staff, against the existing band and the mother's case notes.</li> <li>▪ The band is attached to the wrist or ankle as appropriate.</li> <li>▪ Document on the baby's postnatal notes.</li> </ul>	Midwife
	<p><b>Both bands are detached:</b></p> <ul style="list-style-type: none"> <li>▪ The Midwife will inform the Lead Midwife in that area. The identity bands of all the babies in the Ward or Unit (depending on the circumstances) will be checked.</li> <li>▪ New identification bands will be prepared using the information in the mother's Maternity Notes.</li> <li>▪ The bands are checked by the Midwife, the mother of the baby and the Lead Midwife, and attached to the baby in their presence.</li> <li>▪ Details are entered on the baby's record sheet (MIS) in the mother's case notes, stating whether the baby was identified at birth, how long the labels were missing, and that the mother can verify that it is her baby. This must be signed by the Midwife and the baby's mother, and witnessed by a Midwife</li> </ul>	Midwife
<b>5</b>	<p><b>Transferring home</b></p> <p>Prior to transferring to an home the identification bands are checked by a Midwife or WSA/MSW. (<b>see section 6 for areas where Electronic security tags are in use</b>).</p>	Midwives/WSA
<b>6</b>	<p><b>Electronic Security Tags</b></p> <p>Electronic Security Tags are available for use on the Consultant Postnatal Ward and and at Wrekin MLU within SaTH.</p> <p>Electronic tags fitted will be checked and recorded/documentated onto the MIS as part of the postnatal assessment workflow for the baby.</p> <p>Electronic tags will be secured by the Midwife receiving <b>SBAR handover</b> .</p> <ol style="list-style-type: none"> <li>1. Obtain a clean electronic tag</li> <li>2. Note the security number</li> <li>3. Select Electronic Security icon on desktop</li> <li>4. Log onto the security system</li> <li>5. Enter the following baby details <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Unit Number</li> <li>▪ Tag Serial Number</li> <li>▪ Date of Birth</li> <li>▪ Sex</li> </ul> </li> </ol> <p><b>Fitting the security tag (see Image)</b></p> <ul style="list-style-type: none"> <li>▪ Cut to fit appropriate length of plastic security strip/tape for the tag</li> <li>▪ Insert the plastic strip/tape into one side of the slot of the tag (ensure the black stripes face inner most to baby's leg)</li> <li>▪ Apply to baby's leg with parental consent</li> <li>▪ Secure plastic strip/tape to other side of slot of the tag</li> <li>▪ Select "On Watch"</li> </ul> <p><b>Removing the security tag (see Image)</b></p>	Midwife

Number Section	Brief	Responsibility
	<ul style="list-style-type: none"> <li>▪ Log onto the system and deactivate the alarm will show ‘Off watch’</li> <li>▪ Remove tag by cutting plastic strip/tape</li> <li>▪ Plastic strip/tape must be pushed through the top of the tag pulling the tape from the bottom will damage the tag</li> <li>▪ Record into the ward log tag removed date and time.</li> </ul> 	
7	<p><b>Readmissions to Consultant Postnatal Ward</b></p> <p>A newborn that requires admission to the Consultant Postnatal Ward (e.g. weight loss/jaundice)..</p> <p>If a newborn has transferred in from the community/home new identification bands will be applied as per <b>Section 2</b> and remind parents of the restricted access and security measures in place.</p> <p>An electronic security tag will also be secured as per <b>Section 6</b> if admitted to the Consultant Postnatal Ward.</p>	Midwife
8	<p><b>Electronic Alarm Activation</b></p> <p>If a newborn infant is taken outside of the maternity area whilst wearing an electronic security tag, an alarm will activate and will be audible in the immediate vicinity of the Maternity Department and public areas.</p> <p><b>See Appendix 1 for Alarm Activation Process</b></p>	Midwife/WSA
9	<p><b>Abducted/missing newborn infant</b></p> <p>On discovering that a newborn infant may have been abducted/missing (either via the electronic security system or alert from parents/member of staff)</p> <p><b>Refer to Appendix 2 for Process within SaTH (includes Wrekin and RSH MLU)</b></p> <p><b>Refer to Appendix 3 for Process at Midwife Led Units</b></p>	Midwife/WSA
10	<p><b>Monitoring</b></p> <p>The SaTH Trust Security Manager conducts spot check audits of the Electronic Tagging serial numbers and which department area they are allocated to.</p>	Security Manager and Deputy Head of Midwifery
11	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>▪ Midwives will be orientated to local security arrangements, when they commence work in a new clinical area.</li> </ul>	Midwife

## Appendix 1

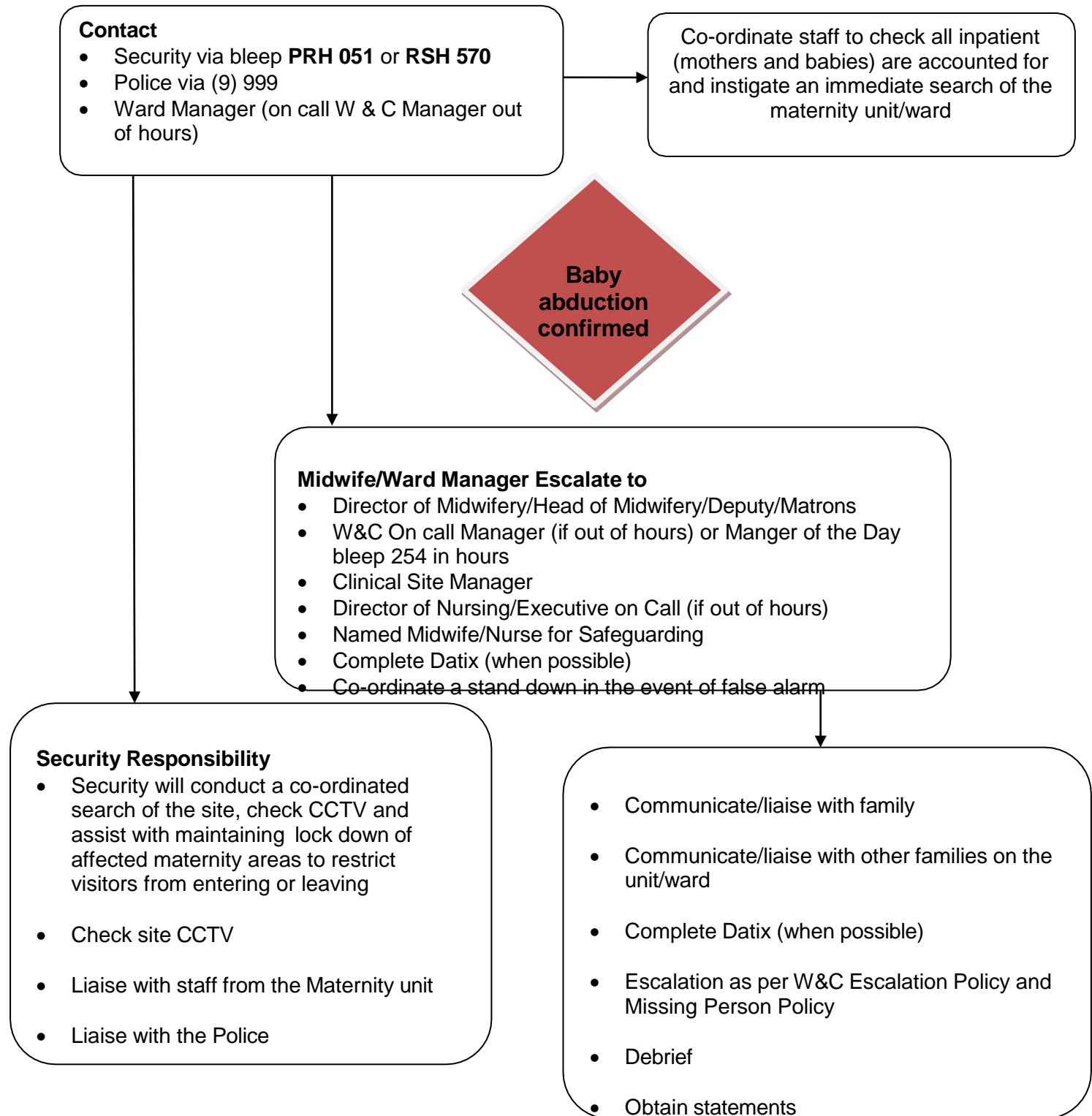
### Response to Alarm Activation Process



## Appendix 2

### Baby missing/abducted process within SaTH (includes Wrekin)

The individual who discovers/suspected is alerted that a baby has been abducted or missing MUST act immediately as follows





### **Parent Declining Baby Security Tag**

I confirm that I have read and understood the information provided in the information leaflet, which I have accessed via the QR code, and have had the opportunity to ask any questions.

I do **not** wish for my baby to wear the recommended security tag. I understand the reason for this recommendation and take full responsibility for the safety of my baby.

I am aware I can change my mind about this at any time.

Parent name:

Parent signature:

Date:

To be completed by Midwife:

Midwife Name:

Midwife Signature:

Form scanned onto MIS:    Y    /    N