
 <b>OSPITAL NG PARAÑAQUE</b> 		<b>Document Code:</b> OSPAR-ADS-MSWS/MC-
<b>ANCILLARY DIVISION APPROVAL MATRIX</b>		Page No. 1 of 3
<b>Policy Title:</b> <b>PLACEMENT OF ABANDONED BABIES</b>		<b>Section / Department</b> MEDICAL SOCIAL WORK SECTION/ MALASAKIT CENTER
<b>Prepared By:</b>  <b>Karl Marx R. Dimayuga, RSW, CMSW</b> Chief, Medical Social Worker	<b>Reviewed By:</b>  <b>Carina Ansag, RN</b> Head Nurse, NICU  <b>Arnaldo S. Cortez, RN</b> Supervising Administrative Office  <b>Meda M. Calderon, RN, MAN</b> Chief Nurse  <b>Catherine Michelle G. Bonifacio, RN, MD</b> Executive Assistant	<b>Noted by:</b>  <b>Redentor P. Alquiros, MD, MHM</b> Head, Medical & Ancillary Services  <b>Darius J. Sebastian, MD, MPH, PHSAE</b> Hospital Administrator  <b>Approved by:</b>  <b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Director

**CLASSIFICATION:** COMPREHENSIVE

**OBJECTIVES:**



To minimize, if not totally eliminate, the incidence of abandonment of babies in Ospital ng Parañaque, and look for an institution that will provide for their needs when their biological parents can no longer be located.

**COVERAGE:**

This policy shall also cover the Nursing and Medical Division.

**RESPONSIBILITIES:**

1. It shall be the responsibility of the Medical Officer/Specialist to evaluate all admitted babies at the NICU prior to order for discharge.

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- It shall be the responsibility of the Nursing Staff at the NICU to report to Medical Social Work Section all cases of babies having no relatives to contact/unvisited within 3 days or more/and has discharge order from the attending physician.
- It shall be the responsibility of the MSWS to coordinate and conduct the appropriate procedures for transfer of abandoned babies.

**POLICY:**

- This policy shall set forth in abiding the laws constituted in the Republic Act No. 7610 and Presidential Decree No. 603 of the Department of Social Welfare and Development (DSWD).
- This policy shall enforce all covered areas to abide with this written policy.

**PROCEDURE:**

- The Nursing staff of NICU shall report to this section all babies in their respective area unvisited for the last 3 days or more than from the time of discharge order.
- This Section shall take the following steps to locate the biological parents:

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- a. Contact Barangay for assistance to locate declared address and
  - b. Home Visitation
  - c. Coordinate with City Social Welfare and Development Office/or any child welfare agencies for possible institutionalization.
  - d. Preparation of Social Case Summary Report (SCSR) and procurement of Birth Certificate, Medical Abstract, and Police blotter.
3. If address cannot be found, the Medical Social Worker shall prepare the necessary documents for referral to accredited institution for temporary shelter.
  4. MSWS staff informs and updates the Hospital Director/ Hospital Administrator for such referrals.

**APPENDIX:**

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|----------------------------------|---------------------|
| (A) ER / OPD/ Ward Referral Form | (G) Progress Notes  |
| (C) Assessment Tool Form         | (I) Closing Summary |
| (F) Social Profile               |                     |
| (H) Social Case Summary          |                     |