

Guidelines

Neonatal Examination Format:

- Every neonate should be examined after birth by a Medical Officer (MO/Neonatology or Obstetric House Officer) before discharge. This format should be used to record findings of these examinations.
- This format should be kept in the labour room.
- For every birth this format has to be attached to mother's BHT in labour room. If the baby is born in the OT, the midwife who attends to delivery should obtain this format from the Labour Room at the time of taking the disc number.
- Part I A to be filled by Nursing Officer of the labour room/operation theatre.
- Part I A : Unit - Unit of the hospital where the baby was born. Other variables to be filled are self explanatory.
- Part I B to be filled by Medical Officer/Labour Room or by Obstetric House Officer.
- Part I C to be filled by MO who attends on the resuscitation of the baby : eg - MO/Neonatology or Obstetrics HO.
- Part II to be filled by MO/Neonatology or Obstetric HO within 48 hours of delivery.
- Part III : To be filled by the Nursing Officer of post natal ward.
- Part IV to be filled by Medical Officer at the time of discharge.
- Part V to be filled by the Nursing Officer at the time of discharge.
- If the neonate is transferred to NICU/SCBU this format should be sent along with the baby after filling all the relevant cages and in the mother's BHT it should be mentioned the place baby is sent and the reason for sending (preferably using a rubber stamp).

Neonatal Transfer Form:

- Should be filled for all the neonates transferred from one institution to another.
- Officer transferring the neonate is responsible for filling the format as well as the checklist.
- Both the format & the checklist should be sent along with the neonate.

SCBU/NICU Admission Register:

- To be maintained at every SCBU and NICU.
- Column 9 : in addition to POG, maturity of baby should also be included in the same column.
- Please refer page 1 of the register for other instructions.

Neonatal Admission Sheet:

- To be filled for neonates who get admitted to SCBU, NICU or paediatric ward from outside.
- This is also used for newborns treated at the post natal ward.
- This is issued from OPD.
- Filling of the format is self explanatory.
- It is not required to fill this form for normal newborns.

SCBU/NICU History Record Sheet:

- To be filled for newborns, born in the same institution when transferring to the SCBU/NICU from the labour room, operation theatre or post natal ward.
- This can be issued from labour room/operating theatre or post natal ward.
- Neonatal Examination Format should be attached to this and a note to that effect entered in mother's BHT.
- Whenever possible, the 'consent for surgery/special intervention' section should be filled by parent/guardian in his/her own handwriting.

Neonatal Diagnosis Card:

- When the baby is investigated or treated at SCBU or NICU or even at postnatal ward and for any problem, a diagnosis card should be given to the baby in addition to the diagnosis card given to the mother.
- To be written in red in case of neonatal death.
- Appropriate place managed (whether NICU, SCBU or PN Ward) should be circled.
- Should not be used for normal deliveries.