

APPENDIX- VI

GUIDELINES TO BE FOLLOWED FOR COMPLIANCE IN THE NURSERIES AND OBSTETRIC & GYNAECOLOGY WARDS IN THE HOSPITAL.

1. Name of the mother, her M.R.D. No. and proper address should be clearly mentioned in the case record.

2. All those working in the Labour Room, their names should be recorded in the monthly duty roster. At the end of the each month a copy of which should be sent to the M.S. Office for record. Any change in the duty roster should only be made with the concurrence of the Head of the Nursery.

3. Date and time of delivery of the baby should be clearly noted in the case file and other registers which are kept and maintained by the nurses and doctors.

4. LABELLING OF THE BABY

- i. It should be done within the Labour room/O.T. by the staff nurse on duty after the baby has been shown to the mother immediately after birth, revealing its sex to her and take her signatures. The staff nurse should certify that the baby has been shown to the mother and put her signatures and her name, hospital, date and time and get it countersigned by the doctor who conducts the delivery.
- ii. Foot prints of the left foot after washing it with lukewarm water and rubbing on the stamp-pad should be taken on the baby's and mother's file by the staff nurse on duty.
- iii. M.R.D. No. of the mother should be written on the Dorsal aspect of the left arm of the baby with some mark. Simultaneously, polythene bracelet with self-locking device should be available (till this is made available by the administration, Leukoplast can be used). It should have written on it mother's and father's name, sex of the baby, date and time of delivery and tied to the left wrist of the baby.

iv. Before transfer of the baby to the Nursery/Post-Natal Ward, staff Nurse on duty must ensure the following :

- a) Match the identification marks and sex of the baby with those recorded in the case-sheet, other records and the transfer book.
- b) Date and time of transfer from Labour Room/O.T. and the name and signatures of the Aya/Nursing Attendant should clearly be recorded on the transfer book and case sheet.
- c) Not more than one baby is to be transferred in one trip at a time even if the babies are twins.
- d) Receiving Staff Nurse in the Nursery/Post-Natal ward should record the date and time of receiving the baby and match properly the sex and other labels on the baby with those written in file and transfer book.

5. The cots in the nursery and beds in the Post-Natal Ward should be properly numbered and should not be changed once the baby is shifted to it till he/she is discharged, unless or until there are specific reasons for doing so and these reasons should be mentioned in the case record and also to which cot or bed the baby has been shifted and by whom.

When the baby has to be sent for investigation outside the Nursery/Post-Natal Ward, it must be entered in the register with the remarks about the date, time, type or investigation and then only sent under the supervision of an Aya/Nursing Attendant and an authority slip/pass issued to her/him by the staff Nurse on duty for this purpose.

6. All those, doctors, nurses and Ayahs/Nursing Attendant, Safai Karamcharies and other working in the Nurseries and Obstetric & Gynaec Wards should wear badges of their identify (It should be issued to them by the Administration.)

7. Other hospital staff that wish to visit nursery/Obstetric & Gynaec wards should sign a register kept at the gates under the safe custody of security staff, in which date and time name of the visitors and purpose of visit should be recorded.

8. Attendants of the patients should have passes issued to them (one pass per patient) by the Administration at the admission counter. The staff Nurse who hands over the discharge slip to the patients at the time of discharge shall cancel this pass. If the pass is lost, another pass should only be issued if the Doctor Incharge (not less than the rank of Senior Resident) of the patients wishes so.

9. A Public Address System should be there to call the attendant of a patient to announce about the birth and patient's condition.

10. At the time of discharge, the identification remarks and the sex of the baby should be properly matched as per case record. The Staff Nurse/Sister should sign the case record while handing over and should get the signatures of the person to whom the baby has been handed over.

11. In the event of death of the baby, the Staff Nurse who packs the dead-body must ensure the sex and other identification marks of the deceased and certify in the case sheet that she has checked it in the presence of the doctor and a relative who will countersign it.

12. Over-writing should be avoided. If done, it should be written again and signed legibly with full signatures.