

Appendix 7

STILLBIRTH CHECKLIST

Mother's name	Baby's name
Address	Gestation
Date of birth	Date of birth
Hospital No	Date of death
Father's name	Hospital No
Mother's phone no	NHS No
Father's phone no	Weight

Before Delivery; sign

Please give out leaflet; When your baby dies.

Are there any language difficulties
Yes/No

Has an interpreter been arranged
Yes/No

After Delivery;

Provide a memory box if the parents would like one
Yes/No

(Please choose one you feel is most appropriate and remove anything not required)
Provide any knitted items of clothing if required and blankets etc

Offer naming and blessing or baptism ceremony
Yes/No

(Contact the chaplains on ext 4217)

Inform the Bereavement suite, ext 2283 or 2150, of deliver
Yes/No

Offer the use of the unit camera
Yes/No

Put in a new memory card for each family
Yes/No

(The memory card is to be given to the parents to keep before they leave)

For more formal photographs please contact medical photography by phone
Yes/No

(Please complete the yellow request card and phone through the request on ext 3195 even if
The photo's will be taken in the mortuary, DO NOT SEND THROUGH THE INTERNAL POST)

Hand and foot prints can be made using the inkless ink pack
Yes/No

(There are some packs in some of the large memory boxes or more spare packs in the
office cupboard if needed)

Lock of hair taken

Yes/No

Weigh the baby and apply 2 completed baby name bracelets

Yes/No

Complete a separate baby name bracelet and put in the memory box

Yes/No

Complete 2 beige cot cards, put 1 in the memory box or beige folder

Yes/No

(The second cot card will be taped to the coffin box)

Anything to accompany the baby must have a baby name bracelet applied

Yes/No

(Please list any items on the Notification plan)

Foot castings, please liaise with the mortuary before offering foot castings, this not always possible to obtain.

Yes/No

Forms, Certificates, Leaflets;

All consent forms must have a hospital number, preferably a sticky label

Yes/No

Post mortem discussed by a Consultant and documented in the notes

Yes/No

(In the absence of a consultant a registrar may have this discussion and document in the notes)

If Post mortem requested consent to be completed by Consultant or registrar with the parents

Yes/No

Pathologist form completed by Consultant or registrar

Yes/No

A copy of the consent form is to be photocopied and given to the parents

Yes/No

(If the parents don't want to have a copy please file in the notes)

Give parents the SAND'S Guide to post mortem booklet

Yes/No

Photocopy the white obstetric notes and put with the pathologist form

Yes/No

(Please phone the mortuary on ext 2283 and inform them of a request for a post mortem, leave a message if outside office hours)

Photocopy the Stillbirth death certificate and put with the pathologist form

Yes/No

Genetics requested

Yes/No

(If a post mortem is requested, a solid tissues form must be completed for genetics to be carried out, the genetic testing is carried out in Salisbury)

Histology requested

Yes/No

(Please check with the consultant or registrar if histology is required)

Stillbirth death certificate must be completed by one doctor

Yes/No

(Please note there are individual certificate books for each type of loss)

Give to parents in envelope provided and explain the registration process

Yes/No

(Parents must phone through to the number on the envelope to make an appointment)

Discuss if appropriate the option of burial or cremation

Yes/No

If burial; parents must sign a burial request

Yes/No

(These are white consent forms for any gestation)

If cremation; parents must sign a yellow consent form

Yes/No

(The yellow consent form is for 24 weeks and above)

If cremation; the pink "Certificate of stillbirth" must be signed

Yes/No

(The midwife must put her PIN number on or the doctor must put their GMC number on)

For cremation, ashes form must be signed

Yes/No

Please complete 3 notification plans

Yes/No

Complete the fetal loss register

Yes/No

Complete all computer records

Yes/No

Please complete and send the Bounty suppression request

Yes/No

Complete an adverse incident form and send to Louise Jones

Yes/No

(Maternity risk manager)

Complete a white request for a follow up appointment and stick it to the front of the notes

Yes/No

The Baby;

When the parents have said their goodbyes;

Confirm that the baby has 2 baby name bracelets on

Yes/No

(Use any clothing provided by the parents or ourselves)

(Wrap baby in a sheet or blanket)

Place in the appropriate size compacta coffin

Yes/No

(There are 2 sizes, please use the appropriate size, it is better to be too big than too small)

The second completed beige colored cot card must be taped to the top of the coffin

Yes/No

Place the coffin in the black transport bag

Yes/No

Ensure the placenta is in a placenta pot

Yes/No

Complete a histology form and tape it to the pot

Yes/No

Place the placenta pot in the black transport bag with the baby

Yes/No

Teletrack/Call the porters to take the baby and placenta to the mortuary

Yes/No

Ensure a transfer form is completed including babies hospital number and slotted down the side of the coffin

Yes/No

The Parents;

Is Cabergoline required (will need prescribing)

Yes/No

Ensure that the parents have their memory box

Yes/No

Please remove the memory card from the camera and give to the parents

Yes/No

Please give the beige folder to the parents containing;

Yes/No

Card giving details of how to contact a midwife

Relevant SANDS' leaflets (Please remove any irrelevant ones)

Post mortem booklet if applicable

Copy of post mortem consent form

Book of remembrance form

Notice of service of remembrance

Contact phone number for the Benson suite

(There are small pocket size cards on the desk and in the cupboard)

Please inform;

Consultant Obstetrician's secretary by e-mail

Yes

Paediatrician (if applicable)

Yes/NA

Community Midwife

Yes

G.P.

Yes

