GUIDELINE

Identification of the Infant

Scope (Staff):	Nursing and Medical Staff
Scope (Area):	NICU KEMH, NICU PCH, NETS WA

Child Safe Organisation Statement of Commitment

CAHS commits to being a child safe organisation by applying the National Principles for Child Safe Organisations. This is a commitment to a strong culture supported by robust policies and procedures to reduce the likelihood of harm to children and young people.

This document should be read in conjunction with this disclaimer

Aim

To ensure each infant admitted to the neonatal units at PCH and KEMH have two correctly labelled identibands checked, verified, and secured.

Risk

Inadequate labelling and verification procedures increases the risk of an infant being incorrectly identified. Each infant at KEMH and PCH should have two identibands (ID Bands) attached from admission to the unit.

Procedure

Patient identification (ID bands x 2) are to be checked and verified when clinical care is handed over from one staff member to another (nurse, midwife, doctor). Refer to Clinical Handover guideline.

Information on the ID bands should have 3 approved patient identifiers. These include:

- Unique Medical Record Number (UMRN)

- Surname (first name not used routinely in newborn period)

- Date of birth (DOB)

If an infant is not able to be given its own **white labels with 3 identifiers** before going to the neonatal unit from labour and birth suite, then the Mother's label with *'infant of'* is written on the Mother's label and placed in a clear band. This alerts the accepting staff that the infant needs its own UMRN and the ID band changed as soon as registered.

Extra care should be taken with preterm infants where it may be more difficult to apply labels due to multiple lines or fragile skin.

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On Ward 3B for NETS WA retrievals and emergency admissions via ED it may also be necessary to hand write labels with 3 patient identifiers until printed ID labels are available.

Infant identification is to be checked prior to any treatment or procedure, collection of pathology samples, blood transfusions, drug administration, X-rays.

Missing or Incorrect Identibands

- If at any time an infant is found to be without any ID bands, the identity of all infants present in the area must be verified.

- The shift coordinator is to be notified immediately.

- The identity of all the infants in the area (nursery) must be check and verified.

- Only when the identification of the infant has been confirmed, may a replacement ID band that has been check by 2 nurses be placed on the baby.

Similar Names

- Where there are two or more infants with the same or similar names, in the same area, use "Caution Patient with Same Name" stickers on patient lists, and ALL request forms.

- Extra caution is needed with same sex multiple births especially prior to first names being given.

Name changes after initial registration

It may be necessary to repeat certain laboratory investigations in the event of a change to surname or admission of first name. For example cross-match for Transfusion Medicine.

Neonatal Identification while creating photographic memories

A camera is available in each nursery for staff to take photos of infants for parents. If a photo is not to be immediately printed by the staff member taking the photo the following process must take place:

- The infant's cot card is to be placed next to the infant and included with the photo. This ensures when loading photos onto a disc or USB for parents the correct series of photos are uploaded.

Related CAHS internal policies, procedures and guidelines
Patient/Client Identification (CAHS Policy Manual)
Clinical Incident Management (CAHS Policy Manual)
Clinical Handover (Neonatology Clinical Guidelines)
Blood and Blood Products: Administration (Neonatology Guidelines)

References and related external legislation, policies, and guidelines
Patient Identification (WNHS Policy)
Australian Commission on Safety and Qualtiy in Health Care – Patient Identification

This document can be made available in alternative formats on request.

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