

Checklist: Preparation for neonatal retrieval

You may not be able to do anything else to improve the baby's condition other than keeping the baby stable and preventing deterioration due to secondary factors. Prepare for the transfer while waiting for the retrieval team.

- 1. Parents: Consent to retrieval Informed of possible complications
 - Advised of initial plan of care
- 2. Preparation of the baby:
 - Secure ID bands/labels on baby: Name (baby of [mother's name]), patient record number, date/time of birth, gender
 - Document first name if known
 - Nil by mouth
 - 6-8 F oro/nasogastric tube in situ (orogastric if transfer for respiratory distress):
 - Position checked on X-ray if possible Gastric contents emptied Free drainage
 - ETT: Secured at correct insertion depth Position checked on X-ray (if possible)
 - Length documented
 - Intravascular lines: Labelled (IV, UVC, UAC)
 - IV cannula securely taped Maintenance IV therapy (Glucose 10%) in progress
 - UVC/UAC: Sutured and securely taped Position checked on X-ray (if possible)
 - IV antibiotics administered (IM if unable to obtain IV access), after collection of blood culture if possible
 - Continuous monitoring (cardiorespiratory and oxygen saturation)
 - Analgesia and/or sedation administered either intravenous or oral as required
 - Appropriate care initiated: Neurodevelopment (positioning, lighting and noise reduction) Skin
 - Retrieval service advised of changes to baby's condition that may affect ongoing care or transport logistics
- 3. Documentation (2 copies):
 - Referral letter (including maternal obstetric history and reason for transfer)
 - Neonatal medical/nursing notes
 - Neonatal observation record
 - Neonatal medication record: Konakion Antibiotics Hepatitis B vaccination
 - Analgesia and/or sedation Other
 - Neonatal fluid administration record
 - Neonatal pathology results
 - Queensland Health perinatal data collection form
 - Maternal obstetric progress notes (relevant medical, obstetric, antenatal, intrapartum history)
 - Maternal choice for baby feeding (breastfeeding/formula) documented
 - Parent(s) contact details (names, address, phone numbers)
- 4. Additional requirements:
 - Copies of X-rays if not on PACS
 - Baby's Queensland Health *Infant Personal Health Record*
 - Photo(s) for parent(s)
 - Directions and contact details of the receiving hospital for parent(s)
 - Accommodation discussed
 - Interpreter if required to explain care and treatment to parents

Queensland Clinical Guideline: Neonatal stabilisation for retrieval, Checklist version: F18.18-3-V3-R23

ID: Identification, **IM** Intramuscular, **IV:** Intravenous, **PACS:** Picture archiving and communication system; **UAC:** Umbilical artery catheter, **UVC** Umbilical vein catheter

