



CLINICAL GUIDELINE	
Child Health Nurse (CHN)	
Scope (Staff):	Nursing and Medical Staff
Scope (Area):	NICU KEMH, NICU PCH, NETS WA

This document should be read in conjunction with this [DISCLAIMER](#)

The community Child Health Nurse receives a **birth notification** from the postnatal wards.

Transfer and Discharges of all Neonates from NICU

- Complete the [Special Child Health Nurse Referral Form](#); ensure accurate and comprehensive documentation on form.
- State on form when transfer to another hospital.
- **Note:** If the neonate is allocated to the home visiting program a comment is to be written in the summary of care section of the form stating that the Neonatal Home Visiting nurse will be visiting.
- If infant is not being discharged home with parents; ensure correct discharge information is documented on referral form. E.g. Parents remaining in Perth for a period of time to attend outpatient appointments or infant discharged to foster care.
- The completed referral form is to be
 - faxed for metro CHN and
 - emailed for rural CHNby the ward clerk to the CHN coordination centre.
- The original copy is to be filed in the correspondence section of the neonates medical records.
- Complete the following in the Personal Health Record (leave all pages intact)
 - Birth details, Vitamin K, Newborn Screening Test, Weight, Length, Head Circumference and Immunisations.
 - Enter local Child Health Centre details; see [Metropolitan Child Health Centre Allocations List](#) or [Regional Child Health Listing](#).

Neonatal Death and Neonates with Special Needs



- A phone referral to the relevant CHN should be made by the nurse caring for the neonate or CNC.
- The Special Referral to Child Health Services Form is to be faxed as stated above.

Please remind all parents on discharge to contact their child health nurse if they have not received contact in first 7 days after discharge home.

Related CAHS internal policies, procedures and guidelines
CAHS Policy <ul style="list-style-type: none"> • Special Referral to Child Health Services

Useful resources (including related forms)
Special Referral to Child Health Services – Form CAHS Child Health Hub
Metropolitan Child Health Centre Allocations Regional Child Health Listing.

This document can be made available in alternative formats on request for a person with a disability.

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