



GUIDELINE

Child Health Nurse (CHN)

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](#) and the [CAHS Special Referral to Child Health Services Policy](#)

Aim

To describe the process for referral and handover to the Child Health Nurse for all transfers and discharges of infants.

Risk

Handover is a high-risk area for patient care errors. There is an increased risk of error and miscommunication during handover if a structured process is not adhered to.

Key points

- The community Child Health Nurse receives a **birth notification** from the postnatal wards.
- Remind all parents on discharge to contact their child health nurse if they have not received contact in the first 7 days after discharge.
- A phone referral is to be made by a **senior member** of the nursing team for any infant with special needs and all neonatal deaths.

Transfer or Discharge

- Complete the following in the “My Purple Book – All about me”
 - **My birth** – section on birth, maternal, neonatal information
 - **After my birth** – section on newborn medications, immunisations and screenings, discharge information (infant nutrition and weight at discharge)

- Enter local Child Health Centre details: [Metropolitan Child Health Centre Suburb Allocation List](#) or [Regional Child Health Services](#)
- Complete all sections on the [Neonatal Special Referral to Child Health Services Form](#). Areas of special focus:
 - Infants who are being **transferred** to another hospital, document the transfer hospital and date transferred.
 - Infants allocated to the **home visiting program** are to have a comment documented in the 'summary of care section' stating that the Neonatal Home Visiting nurse will be visiting.
 - Infants allocated to **Ngala Country Families Home Visiting Service** (refer to [Discharge Process Guideline](#)) are to have:
 - a comment documented in the 'summary of care section' stating Ngala country families home visit requested and the duration of families stay in the metro area
 - temporary residential address documented
 - request ward clerk to include "Ngala home visit request" in title of the email and email to:
 - AreaOfficePopulationHealth.WACHS@health.wa.gov.au
 - **And copy into the email the below relevant senior nurse:**
 1. KEMH - CAHS Neonatology Discharge Coordinator CAHSNeoDischargeCoordinatorKE@health.wa.gov.au
 2. 3B - CAHSNeonatology3BCNS@health.wa.gov.au
 - Infants going into **foster care** are **not** to have their mother's details documented. Document contact details of the Department of Child Protection and Family Support (DCPFS) office in the "Other team/agencies involved" on the reverse side of the form.
 - Ensure correct site based generic email address is on form:
 - KEMH - CAHS Neonatology Discharge Coordinator CAHSNeoDischargeCoordinatorKE@health.wa.gov.au
 - 3B - CAHSNeonatology3BCNS@health.wa.gov.au
- **Bedside nurse** to phone the CHN to conduct verbal handover for **all metropolitan referrals**
 - Metro referrals see [Metropolitan Child Health Centre Suburb Allocation List](#) for telephone numbers. **If unable to contact the relevant child health centre call the CDIS Helpdesk on 6372 4636.**

- Discharge Coordinator at KEMH or 3B CNS are to conduct the verbal handover for **all rural, complex care infants and those referred to the Ngala Home Visiting Service.**

Note: the email addresses listed on the [Regional Child Health Services](#) site are not to be used to email the CHN Referral Form. ONLY use the AreaOfficePopulationHealth.WACHS@health.wa.gov.au

For further information regarding any regional child health services in WACHS, contact the Area Office Population Health on 6553 0861.

- Ward Clerk to email the completed Neonatal Special Referral to Child Health Services form to:
 - **For families residing in the Perth Metropolitan area:**
 - BirthNotificationsCDIS.CACH@health.wa.gov.au
 - **For families residing in WA Rural and remote area:**
 - AreaOfficePopulationHealth.WACHS@health.wa.gov.au
 - **And copy into the email the relevant below senior nurse:**
 - KEMH - CAHS Neonatology Discharge Coordinator
CAHSNeoDischargeCoordinatorKE@health.wa.gov.au
 - 3B - CAHSNeonatology3BCNS@health.wa.gov.au

Related CAHS internal policies, procedures and guidelines

CAHS Policy

- [Special Referral to Child Health Services](#)
- [CAHS Child Health Hub \(CHN Staff resources\)](#)
- [Relinquishment for Adoption](#)
- [Discharge Process Guideline](#)

Useful resources (including related forms)

- [Metropolitan Child Health Centre Suburb Allocation List](#)
- [Regional Child Health Services.](#)
- [Neonatal Special Referral to Child Health Services – Form](#) (this is a digital referral form but must be printed and emailed)

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

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Compassion Excellence Collaboration Accountability Equity Respect

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