

Early Years Services – QA7.7 Maternal and Child Health Service Responding to Birth Notification

TRIM Reference: D15/54384 Due for Review: 22 April 2023
Responsible Officer: Coordinator Early Years

Purpose

This policy outlines Surf Coast Shire Council's commitment to ensuring that all Birth Notifications received by the Surf Coast Shire Council are responded to in an appropriate and timely manner.

Policy Principles

Child Well Being & Safety Act 2005
Maternal and Child Health Service Program Standards 2019, Standard 1
Maternal and Child Health Service Guidelines 2019

Scope

This policy applies to all Surf Coast Shire Council Maternal and Child Health Service staff, including nurses and administration, and any children born whilst the birthing parent is residing within the municipality.

Policy

The *Child Well Being and Safety Act 2005* requires that Birth Notifications are to be sent to the Chief Executive Officer of the council of the relevant municipal district in which the birthing parent of the child usually resides. It is the responsibility of the CEO to forward the birth notice to relevant Maternal and Child Health Centre and for the service to contact the birthing parent.

The birth notice is to be provided by one of the following measures:

1. The birth notice must be given—
 - (a) personally; or
 - (b) by post; or
 - (c) by facsimile transmission; or
 - (d) by electronic communication.
2. The birth notice must be given within—
 - (a) 48 hours after the birth to which the notice relates; or
 - (b) if a longer period is prescribed in respect of a particular municipal district, that longer period.

The Surf Coast Shire Council responds initially to the aforementioned requirement under the *Child Well Being & Safety Act 2005* via their Records Department.

The following procedure applies once the Birth Notification is received by the Surf Coast Shire Council Records Department:

1. On receipt of the Birth Notification the Surf Coast Shire Council Records Department:
 - makes a copy of the Birth Notice available on TRIM,
 - notifies Early Years administration of new birth notification via email to chubadmin@surfcoast.vic.gov.au

- Early Years administration enters the details of the birthing parent and baby(ies) into CDIS

- 2. Upon receiving the Birth Notification the Maternal and Child Health Service attempts to contact the family via phone to offer them a home visit for the first contact with the Maternal and Child Health Service. The MCH nurse or administration confirms the address for the home visit and completes CDIS Pre Home Visit Safety Assessment.
- 3. If the birthing parent hasn't responded to the voice message a text message can be sent offering a home visit.
- 4. If unable to contact the family via phone or SMS the Maternal and Child Health Service may (where indicated e.g. hospital concerns on discharge):
 - a. Contact hospital to confirm details and date of discharge
 - b. Conduct a cold call home visit
 - c. Send a standard letter of invitation to access the Maternal and Child Health Service.
- 5. If client declines service refer to the *Surf Coast Shire Council Maternal and Child Health Service Follow up of Maternal and Child Health Clients Works Instructions*.
- 6. All client contact must be documented in CDIS using the Client Not Present screen, or Offer of a Home Visit screen.

Important considerations:

- If an infant is admitted to NICU/SCN the Maternal and Child Health Service must maintain contact on a regular basis with the hospital and parents/guardians where the infant is hospitalised until discharged.
- In the event of a still birth or neonatal death, the Maternal and Child Health administration notifies the Enhanced Nurse or Team Leader, who offers condolences to the family on their loss on behalf of the Service. The Maternal and Child Health Service also offers support for accessing grief counselling and postnatal health support for the birthing parent. Ongoing support can be offered as required based on the needs of the family.

Definitions

CDIS: Child Development Information System

Related Procedure

Nil.

References

Related Surf Coast Shire Council and Early Years Services Policies

SCS-017 Community Engagement Policy
D14/28676 Early Years Access and Inclusion Policy

Related Surf Coast Shire Council and Early Years Services Work Instructions and Forms

D20/37920 Maternal and Child Health Birth Notifications Process Work Instruction
D14/28733 Maternal and Child Health Follow up of Maternal and Child Health Clients Work Instruction
D17/113459 Maternal and Child Health Bookings Work Instruction
D17/86148 Work Instruction - Maternal and Child Health - Entering Births into CDIS

Other References

Child Well Being & Safety Act 2005
Maternal & Child Health Service Program Standards 2019
Maternal & Child Health Service Guidelines 2019

Document History

| Version | Document History | Approved by – Date |
|---------|------------------|--|
| 1 | <i>Amended</i> | Manager Aged and Family - 11 August 2017 |
| 2 | <i>Amended</i> | Manager Community Strengthening - 9 August 2019 |
| 3 | <i>Amended</i> | Manager Community Strengthening – 22 May 2020 |
| 4 | <i>Amended</i> | Manager Community Strengthening – 22 November 2021 |