

# EARLY YEARS POLICY

<b>Early Years Services Maternal and Child Health Service Responding to Birth Notification</b>	Policy No:	QA 7.7
	Document No:	D15/54384
	Approved Date:	1 April 2014
	Approved By:	Manager Aged and Family
	Review Date:	22 November 2021
Responsible Officer:	Coordinator Early Years	
Authorising Officer:	Manager Community Strengthening	

## 1. Purpose

To ensure that all Birth Notifications received by the Surf Coast Shire Council are responded to by the Maternal and Child Health Service, as required under the '*Child Well Being & Safety Act 2005*'.

## 2. Scope

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

## 3. Application

The Surf Coast Shire Council Maternal and Child Health Service and children born whilst their family is residing in the municipality

## 4. Definitions

CDIS: Child Development Information System

## 5. 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 mother 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 mother.

### 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](mailto:chubadmin@surfcoast.vic.gov.au)
  - Early Years administration enters the details of the mother 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 mother hasn't responded to the voice message a text message can be sent offering a home visit.
4. If unable to contact the mother 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. If a live birth, the Maternal and Child Health Service invites the mother/guardian to access the Maternal and Child Health Service via an initial home visit. If a still birth, 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 grief counselling and post natal health support for the mother who has had an infant. Ongoing support can be offered as required based on the needs of the family.
7. 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.
8. All contacts must be documented in CDIS using the Client not present option.

## 6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Child Health Record	CDIS	26 years	Child Development Information System
Birth notices	Records/CDIS	1 year	Child Development Information System Surf Coast Shire (TRIM)

## 7. Attachments

Not applicable

## 8. References

### Related Surf Coast Shire Council and Early Years Services Polices

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

### Other References

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

---

<b>Approval Date:</b>	01/04/2014	<b>Approved by:</b>	Director Community
<b>Amendment/Review 1:</b>	11/08/2017	<b>Approved by:</b>	Manager Aged and Family
<b>Amendment/Review 2:</b>	09/08/2019	<b>Approved by:</b>	Manager Community Strengthening
<b>Amendment/Review 3:</b>	22/05/2020	<b>Approved by:</b>	Manager Community Strengthening

---