

Contents

1. Introduction and who the guideline applies to:	1
Key points:.....	2
What's new?:.....	3
2. Guideline standards & procedures.....	3
2.1 Individualised post-natal care plan	3
2.2 Information health promotion and screening:	4
2.3 Primary post natal visit:	5
2.4 Feeding support:	5
2.5 Emotional assessment and support:	6
2.6 Newborn assessment and screening:	6
2.7 Post-natal referrals and follow-up:.....	6
2.8 Difficulty obtaining access or carryout post natal visits:.....	8
2.9 Safer sleeping advice	9
3. Education and Training	9
4. Monitoring Compliance	9
Key References	9
Appendix 1: SCHEDULE OF POSTNATAL CARE	11
Appendix 2: COMMON HEALTH PROBLEMS IN WOMEN.....	12
Appendix 3 LIFE-THREATENING CONDITIONS IN WOMEN.....	13
Appendix 4: COMMON HEALTH PROBLEMS IN BABIES.....	14
Appendix 5: COMMON BREASTFEEDING CONCERNS.....	15
Appendix 6: Copy of standard letter for no access following 3 attempts	16
Appendix 7: Copy of standard letter for no access after 2 visits and safeguarding issues ..	17
Appendix 8: Record of action for failed post natal visits	18

Related documents:

- [Safer Sleeping and Reducing the Risk of Sudden Infant Death Syndrome LPT Midwifery and Neonatal Guidelines](#)
- [Infant Feeding Policy UHL LLR and Childrens Centre Services](#)
- [Breast Feeding Support UHL Obstetric Guideline](#)
- [Weighing of Well Term Babies UHL Obstetric Guideline](#)
- [Newborn Infant Physical Examination \(NIPE\) UHL Maternity and Neonatal Guideline](#)
- [Newborn Blood Spot Screening For UHL and Community Midwives UHL Obstetric Guideline](#)

1. Introduction and who the guideline applies to:

This guideline is based upon recommendations from the National Institute for Health and Clinical Excellence (NICE 2021) "Postnatal care". <https://www.nice.org.uk/guidance/ng194>

Postnatal care should be planned through a process of education, discussion and assessment of clinical need. Postnatal care should be structured to meet the requirements of each individual mother and baby in order to promote long term physical and emotional

wellbeing for both. There should be effective systems of communication between all team members and disciplines as well as with parent(s) and their families.

There is a significant gap between the mortality rates for women from Black, Asian, mixed and white ethnic groups, with women from Black ethnic groups four times more likely to die than women from White groups. Women from Asian ethnic backgrounds are almost twice as likely to die in pregnancy compared to White women. Additionally women living in the most deprived areas are twice more likely to die, than those who live in the most affluent areas. With this risk in mind, the provision of postnatal care should be planned – in order to offer equitable outcomes, meeting the individual needs of all parents and families across the region.

This guideline is intended for the use of all Maternity Unit staff in both hospital and community settings.

Key points:

- A documented, individualised postnatal care plan is developed with the woman in the antenatal period or as soon as possible after birth, with MDT consultation where necessary.
- Women are offered relevant and timely information to enable them to promote their own and their babies' health and wellbeing and to recognise and respond to problems.
- At the first postnatal contact, women are advised of the signs and symptoms of potentially life threatening conditions and to contact their healthcare professional immediately or call for emergency help if any signs or symptoms occur.
- **All maternity care providers (whether working in hospital or primary care) implement an externally evaluated, structured programme that encourages breast feeding, using the Baby Friendly Initiative (www.babyfriendly.org.uk) as a minimum standard.**
- At each postnatal contact, women are asked about their emotional well-being, what family and social support they have and their usual coping strategies for dealing with day to day matters.
- At each postnatal contact, parents are offered information and advice to enable them to:
 - assess their baby's general condition
 - identify signs and symptoms of common health problems seen in babies
 - Contact a healthcare professional or emergency service if required.
 - Bed sharing, Crying babies (ICON), safer sleeping advice is discussed
- All information and advice discussed with the woman, actions taken, referrals made and any management plans should be documented in the patient's postnatal record. This discussion should include partner/others with parental responsibility

- There are local protocols about written communication, in particular about the transfer of care between clinical sectors and healthcare professionals which must be followed. E.g. transfer from obstetric led care to midwifery led care
- Where there is difficulty obtaining access to carry out a postnatal visit all reasonable attempts to do so must be made and documented in the health record.

What's new?

- Reference to gap in mortality rates for certain groups of women
- Updated advice re- bed sharing
- Signpost to ICON
- Assessment for suitability if MSW to conduct the day 5 PN check guidance and suitability criteria now included.
- Recognition and actions if persistent/worsening wound pain is reported
- Removed referral to GP for NIPE assessment

2. Guideline standards & procedures

2.1 Individualised post-natal care plan

A documented, individualised postnatal care plan is developed with the woman ideally in the antenatal period or as soon as possible after birth. The standard schedule of postnatal care should be the basis of this.

- Documentation of handover of care from obstetric to midwifery led where applicable
- Documentation of handover of care from neonatal services to midwifery led care
- Documentation of any follow-up required for mother and or baby
- During the primary visit an individualised plan of care will be agreed between the midwife and the woman.
- At the primary visit the midwife should evaluate the health and wellbeing of the mother and baby and agree a plan for ongoing visiting. This should include assessment of suitability for the day 5 Newborn blood spot screening and weight assessment of the baby, by a Maternity Support Worker:

If any of the following are present it would NOT be appropriate for MSW's to perform NBS's.

- Bruising or birth trauma to baby
- Below 37 weeks gestation at birth
- Known Medical problem requiring follow up or treatment
- Maternal concerns: significant perineal trauma, poor pain management, major PPH, PET or PIH.
- Any other concerns

Midwife 'X' Consents that at the time of assessment both mother and baby were deemed appropriate for maternity support worker visit on day 5." This should be documented on the back page of the Baby P/N diary.

- This above should be documented in the postnatal record and fed-back to the community team.
- Any abdominal wound or perineal tear / episiotomy must be visualised at each contact with the midwife to monitor the healing process and make appropriate referral when there are signs of infection or where a woman is symptomatic.
 - Where there is breakdown or infection of an abdominal wound the midwife should make a referral to the GP or the Maternity Assessment Unit
 - Repeated reports of pain/concern or any unresolved pain, should initiate a face to face consultation even if treatment is already underway.
 - Where there is breakdown or infection of the perineum the midwife should make a referral either to the GP or the UHL Perineal Clinic
 - If the woman has been seen by her GP and commenced on antibiotics the midwife should call the woman at 72 hours post commencement and arrange telephone call or to see her at the end of this course of treatment
 - If the perineum is then healing appropriately the woman will be discharged from midwifery care. If not the midwife should refer her to the Perineal Clinic.
 - If the woman has been seen at the UHL Perineal Clinic there will be documented instructions re further visits and when to re refer if the perineum is still not healing satisfactorily

NB Perineal pain is often overlooked, but it can cause significant maternal morbidity and lead to poor mental health (NICE, 2021). Pain which is not resolving or worsening, and/or where the woman reports an increasing need for pain relief, may warrant further investigation either via GP or perineal clinic.

- All women are asked about their and their baby's health at each postnatal contact
- All women are asked about infant feeding and any support required documented at each postnatal contact
- See [Appendix 1](#) for postnatal schedule

2.2 Information health promotion and screening:

Women are offered relevant and timely information to enable them to promote their own and their babies' health and well being and to recognise and respond to problems. Written information is provided in the discharge paperwork, and contact details for any questions highlighted to parents.

- Skin-to-skin contact is encouraged following delivery whatever the chosen method of feeding
- All women and partners are given information about promoting health
- All women are given information about common health problems and how to recognise the signs and symptoms. ([Appendix 2](#) and the postnatal record)
- All women are given information on how to manage fatigue with diet, exercise and planning activities
- All women are given information about health problems in babies and how to recognise the signs and symptoms. ([Appendix 4](#))
- All women are offered an intramuscular vitamin K (1 mg IM) for their baby. If IM dose is declined, oral is offered
- Vitamin D supplementation

- All women are given the contact details of relevant health professionals.
- All women on discharge from the delivery suite or postnatal wards are given information about ongoing care of themselves and their babies either verbally, via DVD or in the form of the “You and Your Baby” leaflet.
- The information given is documented in the Maternity Community transfer form for the Community Midwife and with the electronic transfer document forms the discharge summary which is attached to the postnatal record.

2.3 Primary post natal visit:

At the first postnatal contact whether at home or in the hospital, women are advised of the signs and symptoms of potentially life threatening conditions and to contact their healthcare professional immediately or call for emergency help if any signs or symptoms occur.

The primary visit should be face to face with a registered midwife within 36 hours of discharge. (NICE, 2021)

See [Appendix 3](#) and the postnatal notes

2.4 Feeding support:

All maternity care providers (whether working in hospital or primary care) will implement an externally evaluated, structured programme that encourages breast feeding, using the Baby Friendly Initiative (www.babyfriendly.org.uk) as a minimum standard.

- The breast feeding policy (Joint Breast Feeding Policy for all NHS Trusts) is readily available to staff and they should be familiar with it.
- The breast feeding policy is communicated and implemented.
- New staff are orientated to the breast feeding policy within their first week of employment.
- New staff will participate in a practical skills review with the infant feeding team.
- Skin contact is encouraged for 60 minutes following delivery or until the baby has had a successful breast feed if this is the chosen method of feeding.
- Breastfeeding support is available in all care locations.
- The woman and her baby are not separated within the first hour unless there is a clinical indication – mothers are to be encouraged to keep their baby with them at all times.
- There is privacy for women when they are breast feeding and expressing.
- Infant formula should not be given to breastfed babies unless clinically indicated or as a result of fully informed maternal choice.
- Women should be aware of the common breast feeding problems ([Appendix 5](#) and the postnatal record)
- Women are allowed to have adequate rest.
- Women have ready access to food and drink.
- Commercial packs that contain formula milk or advertisements for formula are not distributed or displayed.

2.5 Emotional assessment and support:

At each postnatal contact, women are asked about their emotional well-being, what family and social support they have and their usual coping strategies for dealing with day to day matters.

Women and their families/partners are encouraged to tell their healthcare professional about any changes in mood, emotional state and behaviour that are outside of the woman's normal pattern. NICE recommend that women are given the opportunity to reflect on their birth experiences at each visit (2021).

- This should be recorded in the postnatal record at each visit.
- Further information is available in the postnatal diary which is given prior to discharge. This includes a telephone number for the Birth Reflections service, which should be highlighted to women during postnatal visits. Women should be advised they can self-refer to this service, if they wish.

2.6 Newborn assessment and screening:

At each postnatal contact, parents are offered information and advice to enable them to:

- **Assess their baby's general condition**
 - **Identify signs and symptoms of common health problems seen in babies**
 - **Contact a healthcare professional or emergency service if required**
-
- An assessment of the baby's health and wellbeing is made and the postnatal record completed
 - A Newborn hearing test will ideally be performed prior to discharge, however this can be offered in the community before the baby is two weeks old.
 - Ideally prior to discharge from hospital, the baby should have its newborn infant physical examination (NIPE). If this is not possible then the parents should be given an appointment to bring the baby back to a postnatal NIPE clinic at the hospital, or at St Marys Birth Centre. The national screening standard states the NIPE should be completed within 72 hours of birth. If the options above are not possible, some midwives in the homebirth and community teams are NIPE trained. These should be contacted to ascertain if they have capacity to perform the NIPE, to mitigate breaches of this recommendation
 - Newborn bloodspot screening should be offered on Day 5. This may be performed later than day 5, but delaying this examination **should not** be routine practice.
 - Women are directed to the National screening leaflet for further information
 - Contact details for healthcare professionals are documented on the electronic version of the community transfer document

2.7 Post-natal referrals and follow-up:

All information and advice discussed with the woman, actions taken, referrals made and any management plans should be documented in the patient's postnatal record.

- An individualised management plan is documented on the postnatal care plan at the back of the postnatal record
- The woman also has the opportunity to write in the postnatal record any issues or concerns she might like to discuss with her Midwife which in turn may form the basis of the care plan

There are local protocols about written communication, in particular about the transfer of care between clinical sectors and healthcare professionals

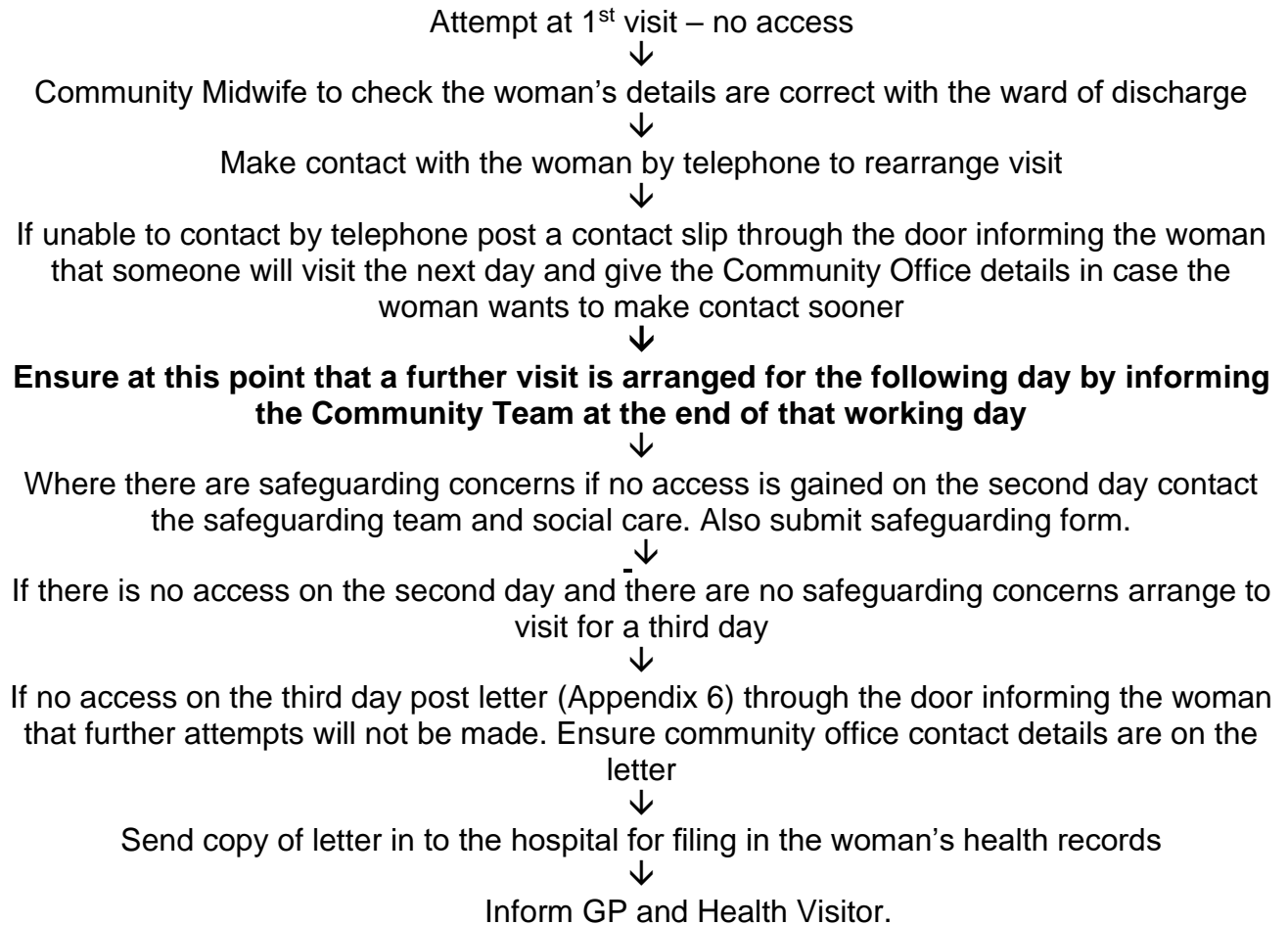
- A local safeguarding form is completed as early as possible in the case of any safeguarding issues and management plan in place if required. These should be filed in the hospital notes.
- Mental health care plans are filed in the hospital notes if required.
- A mother and baby transfer document is completed for every woman prior to discharge electronically. Contact numbers are documented on the form and a copy is given to the woman.
- Specific concerns and issues about the woman or her baby are highlighted with the Community Midwife on the electronic mother and baby transfer document and/or by telephone.
- A paper Maternity Community Transfer form is completed; a copy is given to the woman and a copy is filed in the health record.
- Where multidisciplinary needs exist, these are identified on the paper Maternity Community Transfer form.
- The Community Midwife providing care in the post natal period will be the responsible professional for coordinating care and ensuring communication between other members of the multi-disciplinary team where required.
- The 'Discharge of UHL Community Midwifery Care to Health Visitor' form in the Red book is completed when the midwife transfers the woman's care to the Health Visitor. This will include information regarding other agencies that may still be involved with the woman and her family.
- The leaflet "You and Your Baby" is given to every woman prior to discharge.

2.8 Difficulty obtaining access or carryout post natal visits:

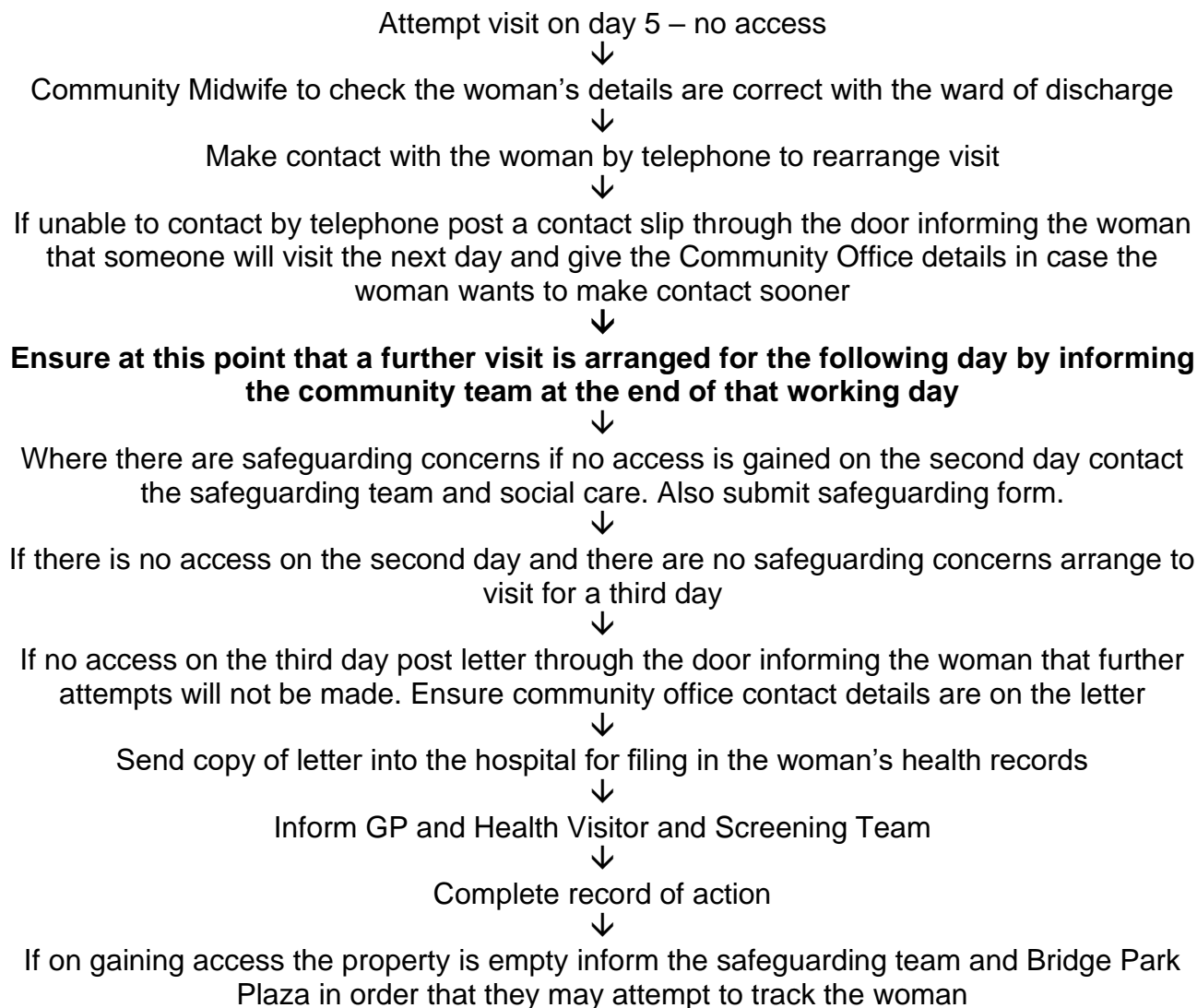
Where there is difficulty obtaining access to carry out a postnatal visit or newborn screening all reasonable attempts to do so must be made and documented in the health record.

See flowcharts below:

The following flow chart should be followed where access is unobtainable for the first and second visit:



The following flow chart should be followed where access is unobtainable for completion of the Newborn Blood Spot Screening Test:



2.9 Safer sleeping advice

Please see - [Safer Sleeping and Reducing the Risk of Sudden Infant Death Syndrome LPT Midwifery and Neonatal Guidelines](#)

3. Education and Training

None

4. Monitoring Compliance

None

5. Key References

1. NICE Postnatal care NG194 (2021)
<https://www.nice.org.uk/guidance/ng194/resources/postnatal-care-pdf-66142082148037>

2. UHL Breast Feeding Policy
3. www.babyfriendly.org.uk
4. NHS (2021) Reduce the risk of sudden infant death syndrome (SIDS)

6. Key Words

Feeding support, Maternity support worker, Perineal, Screening, Visit

The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

DEVELOPMENT AND APPROVAL RECORD FOR THIS DOCUMENT			
Original Author / Lead Officer:	L Matthews and L Payne Job Title: Senior Midwife for Community. Quality Standards Midwife	Executive lead: Chief Nurse	
Reviewed by:	Emily Wakelin 21/09/2022		
REVIEW RECORD			
Date	Issue Number	Reviewed By	Description Of Changes (If Any)
14.11.12	2	L Matthews	Minor corrections to reflect changes in electronic and paper documentation and audit personnel
30.10.13	3	L Matthews	Minor amendment to include examination of the perineum at each contact with the midwife
11.09.14	3	L Matthews and L Payne	Further clarification re requirements when perineal breakdown or infection
November 2017	3	L Payne and F Ford	Guidance on referral for infected abdominal wounds Blood spot screening to be done on day 5 up to day 8 at the latest. NIPE and hearing screening information added.
January 2018	3	C Wiesender, A Goodlife and C Dodd	Guidance added for action on systolic blood pressure on page 11
August 2019	4	L Matthews and S Taylor	Flow chart for no access amended as police do not attend anymore NIPE check section updated Letters updated to reflect practice
April 2021	4.1	H Archer and Flo Cox	SIDS information added. Common health problems in newborns updated.
May - August 2022	5	E Wakelin L Taylor	Reference to gap in mortality rates for certain groups of women Updated advice re- bed sharing
September 2022		Maternity Guidelines group	Signpost to ICON Assessment for suitability if MSW to conduct the day 5 PN check guidance and suitability criteria now included.
October 2022		Maternity Governance	Recognition and actions if persistent/worsening wound pain is reported Removed referral to GP NIPE assessment Approved

Appendix 1: SCHEDULE OF POSTNATAL CARE

Visit	When	Who will visit	Care
Primary Visit	Day following discharge within 36 hours	Midwife face to face	<ul style="list-style-type: none"> • Assess well being of woman and baby • Agree individualised plan of care
Second visit	Day 5-8	May be Midwife or Maternity Support Worker (MSW) for some low risk women	<ul style="list-style-type: none"> • Assessment of well being of woman and baby & witness feed • Newborn Bloodspot Screening Test • Weigh baby
Final visit	Day 10 -14	Midwife	<ul style="list-style-type: none"> • Transfer to primary care • Signpost to other services
Extra support	As required	Midwife or MSW depending on reason for visit	<ul style="list-style-type: none"> • As appropriate

Appendix 2: COMMON HEALTH PROBLEMS IN WOMEN

Health problem	Action
Baby Blues	If symptoms are not resolved after 10-14 days, assess for postnatal depression, and if symptoms persist, evaluate further (urgent action)
Perineal pain, discomfort, stinging, offensive odour or dyspareunia	Offer to assess the perineum. Evaluate for signs of infection, inadequate repair, wound breakdown or non-healing (urgent action) Advise use of topical cold therapy and Paracetamol (if not contra-indicated), but if neither are effective consider oral or rectal non-steroidal drug (non urgent action) Persistent pain is associated with prolonged morbidity
Dyspareunia	In cases of perineal trauma offer to assess the perineum. Advise use of water-based lubricant. If problem persist evaluate further (non-urgent action)
Headache	Advise women who have had epidural/spinal anaesthesia to report severe headache. For tension/migraine headaches offer advice on relaxation and avoiding factors associated with headache.
Persistent fatigue	Ask about general well-being and offer advice on diet, exercise and planning activities. If it affects a woman's care of herself or baby, evaluate underlying cause. Measure haemoglobin level and if low treat as appropriate
Backache	Give general advice on posture, lifting techniques and simple analgesia
Constipation	Assess diet and fluid intake. If changes in diet are ineffective advise use of a gentle laxative
Haemorrhoids	If haemorrhoids are severe, swollen or prolapsed, evaluate (urgent action) Otherwise advise dietary measures to avoid constipation
Faecal Incontinence	Assess severity, duration and frequency. If symptoms don't resolve, evaluate further (urgent action)
Urinary Incontinence	Teach the woman to do pelvic floor exercises, and if symptoms don't improve or get worse, make referral to appropriate health professional
Urinary retention (within 6 hours of birth)	Advise methods of assisting urination such as taking a warm bath or shower. If this doesn't work, assess bladder volume and consider catheterisation(urgent action)

Urgent action – serious situation which requires appropriate action

Non-urgent action – continue to monitor and assess

Appendix 3 LIFE-THREATENING CONDITIONS IN WOMEN

Possible sign/symptom	Evaluate for	Action
Sudden or profuse blood loss, or blood loss and signs/symptoms of shock, including tachycardia, hypotension, hypoperfusion, change in consciousness	Postpartum haemorrhage	Emergency action
Offensive/excessive vaginal loss, tender abdomen or fever, If no obstetric cause consider other causes	Postpartum haemorrhage/sepsis/other pathology	Urgent action
Fever, shivering, abdominal pain and/or offensive vaginal loss. If temperature exceeds 38°C repeat in 4-6 hours. If temperature still high or other symptoms and measurable signs evaluate further.	Infection/genital tract sepsis	Emergency action
Sever or persistent headache	Pre-eclampsia/eclampsia	Emergency action
Diastolic BP is greater than 100 mmHg or systolic more than 150mmHg and no other sign/symptom, repeat BP within 4 hours. If it remains above 100mm Hg after 4 hours, evaluate	Pre-eclampsia/eclampsia	Emergency action
Shortness of breath or chest pain	Pulmonary embolism	Emergency action
Unilateral calf pain, redness or swelling	Deep vein thrombosis	Emergency action

Emergency action – life threatening or potentially life threatening situation
Urgent action – potentially serious situation which needs appropriate action

Prompts for all of the above are included in the post natal record

Appendix 4: COMMON HEALTH PROBLEMS IN BABIES

Health problem	Action
Jaundice in first 24 hours	STAT serum bilirubin and refer to neonatologist as Emergency action
Jaundice in babies aged 24 hours or more	Record jaundice level by TCB or SBR, monitor overall wellbeing, hydration, output and alertness. Refer to Jaundice in Newborn Babies UHL Obstetric Guideline
Jaundice in babies starting aged 7 days or lasting longer than 14 days	Refer to local guideline Jaundice in Newborn Babies UHL Obstetric Guideline
Significantly jaundiced or unwell babies	Refer to local guideline Jaundice in Newborn Babies UHL Obstetric Guideline
Jaundice in breastfeeding babies	Advise frequent breastfeeding, waking the baby to feed if necessary, routine supplementation is not recommended. Refer to local guideline Jaundice in Newborn Babies UHL Obstetric Guideline
Thrush	Offer information and guidance on hygiene. If symptoms are causing pain to the woman and/or baby treat with antifungal medication
Nappy rash	Consider hygiene and skin care, sensitivity, infection (for example, thrush)
Persistent painful nappy rash	Consider antifungal treatment. If it doesn't resolve evaluate further (non-urgent action)
No meconium in first 24 hours	Emergency action
Constipation in formula fed baby	Evaluate feed preparation, quantity, frequency and composition (Urgent action)
Diarrhoea	Evaluate (Urgent action)
Weight loss exceeding guidance within local policy	Refer to local policy "Weighing of the well term infant"
Excessive inconsolable crying, weak or high pitched cry	Reassure parents and assess general health, antenatal and perinatal history, onset and length of crying, nature of stools, feeding, any apparent jaundice, woman's diet if breastfeeding, family allergy, parent's response, factors making crying better/worse (Urgent action)
Colic	Advise parents that holding their baby during the crying episode and peer support may be helpful. Dicyclerine should not be used
Colic in formula fed babies	Consider use of hypoallergenic formula
Unwell baby	A full assessment, including physical examination, should be undertaken. Take temperature, and if it is below 36 or above 38°C evaluate cause (Emergency action)

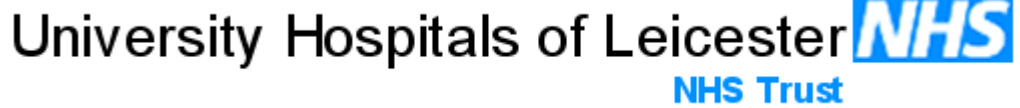
Emergency action – life threatening or potentially life threatening situation
Urgent action – potentially serious situation which needs appropriate action
Non-urgent action – continue to monitor and assess

Appendix 5: COMMON BREASTFEEDING CONCERNS

Concern	Action
Cracked or painful nipples	Assess attachment and positioning, consider thrush
Engorged breasts	Advise frequent unlimited feeding, breast massage, hand expression, analgesia and that the woman has a well fitting bra. Review positioning and attachment.
Mastitis	Offer assistance with attachment and positioning and advise woman to continue breast feeding/hand expression, gently massage affected breast(s), take paracetamol and increase fluid intake. Advise woman to contact you urgently if it lasts more than a few hours.
Mastitis lasting more than a few hours	Consider antibiotics (urgent action) Refer to GP
Inverted nipples	Give extra breast feeding support
Breastfeeding concerns despite review of attachment and positioning	Evaluation for ankyloglossia by an appropriately trained professional
Perceived breast milk insufficiency	Reassure woman, review attachment and positioning and evaluate baby's health
Sleepy baby	Advise skin-to-skin contact or massage of baby's feet. If no improvement, assess general health

Urgent action – potentially serious situation which needs appropriate action

Appendix 6: Copy of standard letter for no access following 3 attempts



Dear

I left you a contact slip on informing you of a planned home visit as you were not available when I called. I have since tried to visit you again yesterday and today but you were still unavailable.

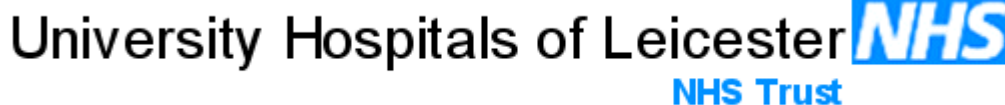
It is important that you have an assessment with your midwife, so that the health of you and your baby can be monitored and I am concerned that this has not been done.

I will not send you any further appointments. However postnatal care may be arranged for you if you contact us via the community office on: 0116 2584834 (Monday to Friday).

Yours sincerely

Community Midwife

Appendix 7: Copy of standard letter for no access after 2 visits and safeguarding issues



Dear

I left you a contact slip on informing you of a planned home visit as you were not available when I called. I have since tried to visit you again today but you were still unavailable.

It is important that you have an assessment with your midwife, so that the health of you and your baby can be monitored and I am concerned that this has not been done.

As I have been unable to contact you at this visit and you have not been in contact to make other arrangements a safeguarding form will be completed.

I will not send you any further appointments. However maternity services will always be available to provide care for you should you wish. I can be contacted via the community office on: 0116 2584834 (Monday to Friday).

Yours sincerely

Community Midwife

Appendix 8: Record of action for failed post natal visits

RECORD OF ACTION FOR FAILED POSTNATAL VISITS			
Patient Name: Hospital Number: Date of Birth: Address:	Date of no access: (Please ring number) <input type="checkbox"/> 1 st visit <input type="checkbox"/> 2 nd visit <input type="checkbox"/> 3 rd visit <input type="checkbox"/> Visit for newborn bloodspot screening test		
Action taken:			
	Yes	No	N/A
Demographics details correct			
1 st failed visit - Woman telephoned and contact slip posted through door			
2 nd failed visit			
2 nd failed visit and safeguarding issued: Inform safeguarding Team Inform Social Care Team			
3 rd failed visit – letter posted through door			
GP made aware of failed visits			
Health Visitor made aware of failed visits			
Screening Team informed if failed visit for blood spot screening test			
Copy of letter sent to hospital for filing in woman's health record			
Form completed by:		Date:	
Designation:			