

## Preparation for Emergency Transfer

All babies being referred to the Neonatal Transfer Service for EMERGENCY transfer should be initially referred to the Emergency Bed Service (EBS) who will then contact the appropriate NTS team and commence cot location if necessary.

The NTS team will then telephone you to gain a more comprehensive picture of the baby's condition. The list below is provided to guide/assist referrers and should not replace or restrict open communication.

**Detailed below is the information you will be expected to provide at the telephone stage, before the referral can be accepted by the team.**

- Name
- NHS Number (if available)
- Date and time of birth
- Gestation
- Birth Weight / Current weight (if applicable)
- Name of referring consultant responsible for baby's care
- Antenatal History and Reason for transfer
- Ventilation status and settings
- ET size and length
- Infective status of the baby
- Most recent blood gas
- Venous / Arterial Access
- Temp
- Blood Pressure
- Blood Sugar
- Oxygen Saturations
- Heart Rate
- Inotropes / Sedation / Paralysis / Antibiotics/ Other
- Fluid requirements – mls/kg/day (maintenance / boluses / enteral)

**It would be very helpful if the following preparations could be made prior to the team's arrival to expedite the transfer process**

- Referral documentation (NTS referral document or medical and nursing referral letter which includes all the details in the NTS referral document)
- Epicure documentation
- 2 name bands
- 2 points of IV access
- Hard copy of CXR or PACS
- Maternal blood sample for cross matching (for team to take with baby, if applicable)
- Photocopy of Obstetric notes (if applicable)
- Parental contact details, parents must be informed of transfer prior to team's arrival, mothers location (eg labour ward)
- Ensure parents have photo(s) of baby
- Intravenous infusions drawn up in 50ml syringes (if possible)
- Whether Blood Spot Screening has been taken & sent to lab