

### WHAT PAPERS DO YOU REQUIRE

#### MEDICAL STAFF - COMPLETE:

- Check the **SURNAME** baby being registered under before completing Neonatal Death Certificate  
**ENSURE YOU HAVE THE CORRECT MEDICAL DEATH CERTIFICATE** – found in Palliative Care/Grief Red Box
- Medical Certificate of Causes of Fetal and Neonatal Death **under 28 days- HP4721**
  - **OR**
  - Medical Certificate of Causes of Fetal and Neonatal Death **over 28 days - HP4721**
  - **NB: If the baby is a coroner's case, CORONER will complete Medical Certificate**
  - Medical Letter (To be completed by SMO - copy of this letter to be sent to the Head of Obstetrics of referring Hospital)
  - Perinatal Death Report **CR3508**
  - Record of Death form **CR2204**
  - A Cremation form **CR5741 (must be completed by the same SMO completing death certificate even if the parents aren't going to cremate baby)**
  - On-line Perinatal Death forms – Perinatal & Maternal Morality Review Committee (guide in pack)

#### NURSING STAFF – COMPLETE:

- Authorisation & Release of Body Form **CR0010**
- Transfer of Charge of Body Form **BDM39**
- **NOTE: CR0010 / BDM39 must be signed by one parent whether they take baby home or not**
- Inter-hospital Death Notice **CR2669**
- Plunket Fax form
- Hearing Screening Fax form
- National Immunisation (**NIR4**) – Fax to 822 8042 / Post original
- A NICU Appointment request
- Give out Parent pack - “Beyond Grief”, SANDS info, Lactation after loss & Heartfelt pamphlet, Birth & Death Registration forms

#### PARENTS – COMPLETE:

- Birth Registration information card - can be done at home
- Death Registration form **BDM28** – can be done at home

YES

IS THE BABY GOING TO HAVE A POST MORTEM?

NO

#### MEDICAL STAFF - COMPLETE:

- Post Mortem Checklist
- Complete Deceased Person Infectious Status

#### PARENTS need to sign a Post Mortem Consent CR0025

- Give parents Patient information booklet regarding Post Mortems

IS THIS GOING TO BE A CORONER'S CASE?

YES

#### MEDICAL STAFF - COMPLETE:

1. Hospital Record of Death & Notification Form **COR28**  
**FAX completed form to Coroner before ringing - Fax: 09 969 6569**
  2. Medical staff to ring the Coroner - **Ph: 0800 266 800**
- If the Coroner deems it is a coroner's case:**
- Medical staff to ring Central Police Station - **Ph: 302 6400**
  - Police will collect the baby for the Coroner
  - Give parents the information sheet “Coroner's Case a Parent's Guide
  - Complete Verification of Death **COR31 – give form to Police**

#### PARENTS MUST HAVE:

- Original copy of Death Certificate
- Photocopy of Authorisation & Release of Body Form **CR0010**
- Photocopy of Transfer of Charge of Body Form **BDM39**
- Original copy of Cremation form **CR5741**

**NOTE: LEAVE ALL FORMS WITH NOTES ON WARD CLERKS DESK**

YES

Do the parents wish to take the baby home?

NO

#### NURSE to take baby to Rose Room- WAU Room Code C2590

- Leave all forms with baby notes in NICU
  - Ensure 2 x ID label
  - Cover baby with blanket place ID label or Cot Card taped to blanket
  - Only 1 basket per shelf
  - Sign baby into Rose Room book and on exit
  - Write babies name on WAU's Whiteboard under Rose Room
- If baby going to Mortuary**
- Copy of Death Notice **CR2669**