

Parents' Checklist for Transferring to another Unit

Baby's Name	
Hospital your Baby will be transferring to:	

Now that your baby is transferring to another unit, you may wish to prepare for the move. We have made some suggestions below based on what other parents have found helpful. There may be other things you need that are particular to your baby and your situation and feel free to write those on in the additional spaces provided.

	Completed
<p>Arrange Visit/Read Leaflet To prepare for a move to another unit it can be helpful to visit well in advance. Meeting the new staff and learning about the new unit can help you to start to adjust to the move. Staff at your current unit can help you to arrange this. If you are unable to visit, you will find it helpful to read the new unit's general information leaflet And floor plans available at.....</p>	<input type="checkbox"/>
<p>Nappies and Cotton Wool You may need to buy nappies and cotton wool for you baby.</p>	<input type="checkbox"/>
<p>Handover Letter You may feel you have knowledge and experiences of your baby that you would like to share with the team at the new unit. It is helpful for the unit to know of their likes and dislikes which may not be in the other correspondence Please ask the team for a Parent Handover letter which you can complete and have the opportunity to discuss with the staff at the new unit.</p>	<input type="checkbox"/>
<p>Breast Milk On the day of the transfer remember to take all your breast milk which is stored in the fridge/freezer. It is best to let the unit know how much milk you have to take to make sure they have enough space for it.</p>	<input type="checkbox"/>
<p>New Unit's Telephone Number Ensure that you have the phone number for the unit you are going to so that you can check your baby has arrived safely and to continue to be able to phone the unit when ever you would like to.</p>	<input type="checkbox"/>
<p>Directions to Unit Ensure that you know where the new unit is and that you have directions to get there These can be found atalong with other information about the hospitals and neonatal units.</p>	<input type="checkbox"/>
<p>Discharge Summary Your baby will have a discharge summary outlining problems during their stay, care given and progress to date. It will helpful to go through this with a member of staff before transfer to ensure you are up to date and understanding of information provided about your baby's stay</p>	<input type="checkbox"/>