

North West London Neonatal Operational Delivery Network

Parents' Handover Letter

Dear Parents

Your baby will soon be leaving this unit to transfer to a Local or Special Care unit hospital as part of their journey towards home. It is naturally an anxious time for you and your family but there are things other parents have suggested that may help.

The doctors and nurses will write a detailed transfer summary to hand over to the new unit with the details of the care your baby has been receiving. However, some parents have told us that they would also like to write a brief letter to staff at the new unit telling them a bit about their baby to help the team get to know him/her.

You may want to write about: what you are used to doing with your baby (eg, washing, changing nappies, feeding, cuddles with Mum/Dad), any likes and dislikes your baby has (eg, which side your baby prefers to lie on), what calms your baby when they are upset, what times you like to visit, who else is in your baby's family.

It takes time to get to know your baby and anything that you have noticed will be helpful to staff. You will have a chance to talk through your letter with a nurse when you arrive at the new unit. Some parents may prefer not to write a letter and wait to talk directly with staff. You can also discuss how the new unit works and what differences there might be with the unit you are used to.

We wish you all the best for the next step in your baby's journey and for you and your baby's future.

All the Staff of the Neonatal Unit
(*Hospital Name*)

Parents' Names (what do you prefer to be called)	
Baby's Name	
Baby's Siblings	

Dear Team at the Neonatal Unit,
..... Hospital

Please continue over if required.

Parents signature: