



## CHECKLIST

We recommend using this checklist in planning the transfer. It will help to avoid delays and improve safety and efficiency.

- Parents informed of transfer
- Parents given a Return Transport Service information brochure
- Nursing transfer document completed and printed
- Medical discharge summary completed and printed
- Personal Health Record completed
- X-Ray films or electronic images (eg. disc/thumb drive)
- Recent pathology results (eg SBR, Hb, chemistry, blood glucose, blood gas) as clinically appropriate
- Copies of the medication chart, fluid prescription chart, fluid chart and clinical observation charts
- All patient history and notes accompanying the patient to be securely contained in a clearly labelled envelope to maintain integrity and patient confidentiality
- Fresh and frozen EBM stored according to NSW Health Expressed Breast Milk Handling and Storage Policy and clearly labelled with patient's MRN, name, date of birth and date/time EBM expressed or defrosted\*
- If patient is on formula, ensure a bottle of formula is available for transfer
- Patient's belongings are to be contained in one bag. If air transport involved, it should not exceed 5kg
- Patient dressed appropriately for transport method
  - Incubator – fresh nappy and singlet
  - Capsule – full jumpsuit with singlet, beanie, fresh nappy and a blanket

### Before NETS arrives

- Two patient ID bands; each on a different limb
- Addressograph labels x 4
- Medical review on the day of transfer to verify the patient's condition still safe for transfer
- Patient observations attended and documented within 1 hour of booked transport time
- Patient fed – patient should be fed as per feeding regime until contacted by NETS to advise otherwise
- Medications administered (also administer medications due during transfer as they cannot be administered during transport)
- IV fluids drawn up into 50mL syringes and properly labelled according to NSW Health Policy. More than 1 syringe may be required for longer transfers (including by air)

\*please note that capacity to carry EBM is limited if air transport is involved and stock in excess of 48 hours supply will require alternative milk transfer arrangements to be made by the hospital and parents.

**Thank you for your assistance.**

If you have any enquires please contact NETS on **1300 36 2730**