If you find this record, please return it to the nearest Maternity Unit or General Practitioner surgery as soon as possible.

Scottish Woman-Held Maternity Record
Version 4 January 2008
Guidance for professionals
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Pregnancy Record

1. **Plastic Wallet** – transparent, sturdy, zip topped pouch for safe storage of the pregnancy record and any leaflets. Wallet not to be re-used for different women. Wallet can be kept by the woman at the end of her pregnancy episode. Local boards can choose to order wallets or may prefer a different storage option. NHS Quality Improvement Scotland (NHS QIS) can provide information about a supplier. NHS boards can choose to have local information stickers on the front of the wallets.

2. **Cover** – as the record is made up of PDFs which cannot be amended locally it is not possible to have local badges incorporated into the print. However, NHS boards may choose to have a local sticker on the front cover or on the plastic wallet for easy identification of the source of the record.

3. **Cover** – space for woman’s hospital sticker. Some NHS boards may choose not to put the woman’s sticker on the front cover to protect confidentiality, others may choose to attach sticker.

4. **Inside cover** – contact numbers – just complete the spaces that are applicable to your unit – some will only have one contact number.

5. **Page 1** – this is the demographics page with a space to affix the woman’s hospital label. Also includes estimated date of delivery (EDD) to be completed after first scan and a space for “planned place of birth” which may not be agreed until later in the pregnancy but should be completed when the decision has been made. Place of birth was put on page 1 at the request of obstetricians.

6. **Page 2 + 3** – your previous pregnancies- any early (first/early 2nd trimester) losses (miscarriage/termination of pregnancies) complete in bottom box.

7. The order of the booking history information has been changed in line with consensus about what is a logical and comfortable flow for booking, “your health” is before “your family’s health”. More sensitive questions eg around mental health are asked later in the interview.

8. The questions about mental health have been recommended as good practice by a number of perinatal mental health integrated care pathways (ICPs) across Scotland. Just because someone answers “yes” to one of the questions does not mean that they need referral on to another service eg if they have depression previously that has been successfully treated in primary care. This first question aims to flag up
to professionals caring for the woman that they need to be aware that she may have some increased risk of a problem and may need some additional reassurance and support. If however a previous problem with depression has been severe or is current, then local guidance should be followed about appropriate referral – to GP or other local service.

9. The social need questions aim to identify vulnerable women including young teenagers, those lacking support, those with previous child protection issues, issues with housing etc. Local referral guidance should be used to aid decision making following these questions. The questions chosen are based on the positively evaluated Greater Glasgow public health tool.

10. The ethnic origin question has been updated to be in line with Information Services Division (ISD) and Office for National Statistics (ONS) guidance. All of these questions should be asked of all women, not just those that appear to be of an ethnic origin other than British.

11. The questions on tuberculosis (TB) risk have been supplied by neonatology consultant colleagues. Local information should be used on which areas are high prevalence (>40 per 100,000).

12. Ultrasound scanning page – the national professional body for obstetric ultrasonographers was consulted on this page. They requested that we include British Medical Ultrasound Society (BMUS) approved growth charts and a small table to record by hand scan results. It is not compulsory that these are completed by hand – units may prefer to just attach their computer print out scan results.

13. A mount sheet with adhesive strips has been requested for the mounting of results, letters and scan results – NHS QIS have identified a supplier for these. It is not possible to have this page bound in with the record as the cost would be prohibitive, so it is a separate insert that can be added where needed. NHS boards should contact this supplier or records officer directly to order mount sheets.
Intrapartum Record

1. The labour and birth pages including induction, birth complications, operative deliveries and third stage complications are now bound into one booklet at the request of service providers following the 2007 pilot.

2. The intrapartum booklet should be inserted into the pregnancy record when a woman is admitted for induction or in labour. This should be inserted so that the ‘special features’ boxes are visible throughout labour. This booklet has had a coloured flash added to the outside of these pages to aid easy identification. The partogram has a full page flash for easy location.

3. The labour and birth summary pages have been amended slightly so that the mother and baby information are separated. A multiple birth page for information about twins and triplets has been added on the reverse of the baby’s birth summary page.

4. Royal College of Obstetricians and Gynaecologists representatives requested that the assisted vaginal birth and the lower segment caesarian section sheets be replaced by a single operative delivery sheet with fewer tick boxes and more space for free text.

5. The third stage complications sheet has been amended in line with suggestions from the solutions group. Complex perineal repairs should be recorded on this page ie extended episiotomies, 3/4 degree tears/cervical tears. The picture provided in version 3 has now been removed following pilot feedback. An empty box allows for freehand recording of complex repairs. Post partum haemorrhage (PPH) management has been included at the request of the solutions group with a checklist based on the checklist for PPH used in a number of NHS board areas.

6. There are three places where perineal repair can be documented – this is to allow practitioners to record it as they document the rest of the care they have provided and not have to “dot about” in the notes. So after a normal birth, perineal repair should be documented on the labour and birth summary sheet, after an operative delivery it should be documented on the operative delivery sheet and if it is a complicated repair requiring an obstetrician rather than a midwife to repair it should be completed on the third stage complications pages. There is no need to document the repair more than once.

7. A shoulder dystocia at birth record sheet has been included at the request of maternity professionals during the pilot and consultation.
Postnatal Records

Due to feedback from the service we now have 3 postnatal records:

i) Postnatal maternal record which records the care given to a mother following the birth and is the record which returns home with her after the birth, while the pregnancy and intrapartum record remain in the maternity unit.

ii) Baby record – midwifery care which records the care given to a baby following birth and is the record which returns home with the baby, or remains in the hospital with the baby if the baby is cared for in the hospital for the neonatal period. This includes the consent for blood spot testing. This record is returned to the hospital neonatal record upon discharge of the baby from community midwifery care.

iii) Neonatal Record – which is the beginning of the baby’s hospital medical record. This includes the documentation of the initial examination and routine examination of the newborn, risk factors noted during pregnancy and any risk factors identified in the first few days after birth. This record never leaves the hospital with the baby. It will have the baby record – midwifery care added to it after 10-28 days. Neonatal hearing screening consent should be added into this record.

Postnatal maternal record

1. The postnatal maternal record has not changed as much as other parts of the record as there was less feedback about urgent changes required – there is now the NHS 24 number on the inside front cover. There are spaces for the maternal hospital sticker on the front cover and page 1. Practitioners have the option of handwriting in the postnatal discharge summary or affixing the hospital computer discharge summary if they have one. If handwritten, as a unit does not have a computer discharge summary, this page can be photocopied to provide copies for the health visitor, GP and baby records. The decision was made not to have this page as a carbonised triplicate page as requested by some in the service as the Central Legal Office advised that good quality photocopies are more acceptable than carbonised sheets.

2. The charts have remained in landscape form as this allows for more room to write in the columns, however the “postnatal day” and signature labels have been turned round to prevent having to turn the
records twice. The boxes have been reduced in size to allow 5 per page.

3. The questions about alcohol and drug use and sexual health have been removed as most feedback suggested that people felt that this was a repetition of care provided antenatally.

4. The “bottle feeding and breastfeeding your baby” pages have been made part of the record rather than as inserts as people found this was time consuming – just complete the side that is relevant for the woman.

5. If you wish to add any results or letters to the postnatal record, you will need to insert the generic mount sheet with adhesive strips which has being sourced by NHS QIS.

6. The six week postnatal check page has been replaced by the discharge from midwifery care sheet – this is for completion at the end of community midwifery care. It is then the responsibility of the community midwife to ensure that the postnatal record is returned to the appropriate place in the maternity unit so that it can be married up with the pregnancy, intrapartum and maternity summary records.

7. The “your signature” page has been placed at the back so that it matches the pregnancy record and so that there is room for more signatures.

8. Continuation sheets for the “your progress” charts and “your postnatal care” are available to insert for longer or more complex episodes of care.

9. The “your questions or concerns”, “thinking about your pregnancy, labour and birth” and “feeling confident with your baby” should be re-visited regularly with women during the postnatal period. Advise women that the “your questions or concerns” section is a space for them to write down anything that they are worried about how they are feeling – emotions, coping, feelings towards the baby, discussing this section is meant to act as a prompt to talking about these issues. Similarly – the “thinking about your pregnancy” section is to prompt bringing up any problems or questions about the labour – this is consistent with guidance that women should be given the opportunity to discuss the birth experience without offering all women a formal “debriefing”.
Baby Record – Midwifery Care

This record is to document care given in the hospital and community in the first 28 days after birth. The order of the “your baby’s progress” table has been amended slightly in line with suggestions – putting ‘eyes’ above ‘buttocks’.

The solutions group agreed that local systems and practice vary in relation to hearing screening and therefore no consent form for hearing has been added to this document.

Neonatal Record

The neonatal record was devised in consultation with neonatology colleagues from all over Scotland. The record is based on the neonatal records used in NHS Fife, NHS Lothian, NHS Grampian and NHS Ayrshire and Arran as well as Scottish Birth Record baby information.

It may be advisable for this record to be available to midwives antenatally and/or intrapartum so that they are able to complete much of the content as they go along rather than leaving completion of all the pregnancy risk factors until after the birth. This record should not leave the hospital with the baby.
Policy and evidence base for the SWHMR

Websites

Action on Pre-Eclampsia: www.apec.org.uk
Alcohol Information Scotland (an ISD site): www.alcoholinformation.isdscotland.org
Association for Spina Bifida and Hydrocephalus: www.asbah.org
ASH Scotland: www.ashscotland.org.uk
Baby Friendly initiative – see UNICEF
BCG - updated central (SCOTTISH EXECUTIVE HEALTH DEPARTMENT) guidance on BCG vaccination in babies: www.immunisation.nhs.uk/
Related news release: www.scotland.gov.uk/News/Releases/2005/07/06130456
Centre for Pregnancy Nutrition (University of Sheffield): www.shef.ac.uk/pregnancy_nutrition
Confidential Enquiry into Child and Maternal Health (CEMACH): www.cemach.org.uk
Contact a Family: www.cafamily.org.uk
Cystic Fibrosis Trust: www.cftrust.org.uk
Disability, Pregnancy & Parenthood International: www.dppi.org.uk
The Disabled Parents Network: www.disabledparentsnetwork.org.uk
Down’s Syndrome Association: www.downs-syndrome.org.uk
Down’s Syndrome Scotland: www.dsscotland.org.uk
Drug Misuse Information Scotland (ISD site): www.drugmisuse.isdscotland.org
Epilepsy Scotland: www.epilepsyscotland.org.uk
Ehlers-Danlos Syndrome support group website: www.ehlers-danlos.org
Food Standards Agency website: www.foodstandards.gov.uk
Glasgow Violence Against Women Partnership: www.gvawp.org.uk
Group B Strep Support (GBSS): www.gbss.org.uk
Haemoglobinopathies: www.kcl-phs.org.uk/haemscreening
HARP – health for asylum seekers and refugees portal: www.harpweb.org.uk
Health Promoting Health Service: www.healthscotland.com/topics/settings/health/index.aspx

Health & Safety Executive (HSE): www.hse.gov.uk

Marfan Association UK: www.marfan.org.uk

Mary Seacole website - information on cultural issues and MELTING (Multi-Ethnic Learning & Teaching In Nursing) Project: www.maryseacole.com

National Deaf Children’s Society: www.ndcs.org.uk

National Obstetric Anaesthetic Database (NOAD) Association: www.oaa-anaes.ac.uk

One Scotland – ‘no place for racism’: www.onescotland.com

Ready, steady, baby: www.readysteadybaby.org.uk

Royal College of Anaesthetists: www.rcoa.ac.uk

Royal College of Obstetricians and Gynaecologists: www.rcog.org.uk

Scottish Birth Record information (ISD site): www.isdscotland.org/isd/4854.html/

Scottish Government – Child Protection: www.scotland.gov.uk/childprotection

Scottish Programme for Clinical Effectiveness in Reproductive Health (SPCERH): www.abdn.ac.uk/spcerh

Scottish Spina Bifida Association: www.ssba.org.uk

Sickle Cell Society: www.sicklecellsociety.org

Stillbirth and Neonatal Death Society (SANDS): www.uk-sands.org


The Tiger (Tailored Interactive Guidance on Employment Rights) website is now part of Directgov: www.direct.gov.uk/en/Employment/Employees/index.htm


UK Thalassaemia Society: www.ukts.org


NHS Health Scotland. **Off to a good start; all you need to know about breastfeeding your baby.** Edinburgh: NHS Health Scotland: 2003. www.healthscotland.com/documents/120.aspx


Documents

various authors – sorted by corporate/personal author, and title

www.bma.org.uk/ap.nsf/AttachmentsByTitle/PDFaccesshealthrecords/$FILE/Accessguidelines.pdf

www.cemach.org.uk/Publications/CEMACH-Publications/CEMD-Publications.aspx (executive summary and midwives recommendations)

www.confidentiality.scot.nhs.uk/publications/Code%20of%20Practice%20July03.doc
OR IS IT: http://www.confidentiality.scot.nhs.uk/publications/leaflet.pdf

Confidentiality website: www.show.scot.nhs.uk/confidentiality


Not available online
NICE documents  
– sorted by title

www.rcog.org.uk/resources/Public/pdf/Antenatal_Care.pdf


Current review process at:  
www.nice.org.uk/guidance/index.jsp?action=byID&o=11004

www.nice.org.uk/guidance/index.jsp?action=download&r=true&o=32360

www.nice.org.uk/guidance/index.jsp?action=byID&o=10909

This document has been replaced by:  
www.nice.org.uk/guidance/index.jsp?action=byID&o=11837


The document has been replaced by: www.nice.org.uk/guidance/index.jsp?action=byID&o=11837

Nursing Midwifery Council documents – sorted by title


Royal College of Midwives documents – sorted by title

www.rcm.org.uk/info/docs/PP%2021%20Female%20Genital%20Mutilation.doc

www.rcm.org.uk/info/docs/PP%2025%20Home%20birth.doc

www.rcm.org.uk/info/docs/PP%2022%20Maternity%20care%20for%20lesbian%20mothers.doc

www.rcm.org.uk/info/docs/PP%2023%20Racism%20and%20the%20maternity%20services.doc

www.rcm.org.uk/info/docs/PP%2024%20Midwife%27s%20role%20in%20public%20health.doc

Not available online

www.rcm.org.uk/info/docs/PP%2023%20Racism%20and%20the%20maternity%20services.doc

Not available online

www.rcm.org.uk/info/docs/PP%204a%20Woman-centred%20care.doc
Royal College of Obstetricians and Gynaecologists documents – sorted by title


www.rcog.org.uk/resources/Public/pdf/perineal_repair.pdf

www.rcog.org.uk/index.asp?PageID=520


Not available online.


www.scotland.gov.uk/library2/doc11/pcsr-00.asp

www.sehd.scot.nhs.uk/publications/ppcr/ppcr-00.htm

Race Relations (Amendment) Act 2000 (SE, 2002)
See:
www.scottish.parliament.uk/business/committees/historic/equal/or-02/eo02-rtr.htm


www.scotland.gov.uk/Publications/2003/03/16658/19383

www.scotland.gov.uk/ldsr/docs/tsay-00.asp

www.scotland.gov.uk/library/documents-w7/tahs-00.htm

SIGN documents

**sorted by title**

www.sign.ac.uk/guidelines/fulltext/63/index.html

SIGN. *Diagnosis and management of epilepsy in adults: a national clinical guideline.* Edinburgh: SIGN; 2003.  
www.sign.ac.uk/guidelines/fulltext/70/index.html

www.sign.ac.uk/guidelines/fulltext/55/index.html

www.sign.ac.uk/guidelines/fulltext/74/index.html

www.sign.ac.uk/guidelines/fulltext/60/index.html

www.sign.ac.uk/guidelines/fulltext/62/index.html

**UNICEF ‘baby friendly’ leaflets**

**sorted by title**

Breastfeeding your baby. Important information for new mothers:  
www.babyfriendly.org.uk/pdfs/bfyb_english2.pdf

Infant feeding – antenatal checklist:  
www.babyfriendly.org.uk/pdfs/anchecklist.pdf

Preparing a bottle feed using baby milk powder:  
www.babyfriendly.org.uk/pdfs/botenglish.pdf

Sharing a bed with your baby:  
www.babyfriendly.org.uk/pdfs/sharingbedleaflet.pdf

Sterilising baby feeding equipment:  
www.babyfriendly.org.uk/pdfs/sterenglish.pdf