1. **PURPOSE**

To ensure that an Interior Health (IH) Healthcare Provider (Healthcare Provider (HCP)) appropriately identifies all newborns Healthcare Provider (HCP) at the following times/events:

- on admission;
- prior to the transfer of the newborn from the birthing area or Operating Room;
- prior to the separation of birth mother and newborn;
- upon transport to another facility;
- following shift handover;
- prior to medication administration;
- prior to undergoing procedures as listed in 4.3; and
- prior to discharge.

2. **DEFINITIONS**

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band Number</td>
<td>The serialized alpha-numeric characters placed by the manufacturer on the 4-part band set. These serialized numbers match on all four bands. The manufacturer states the alpha-numeric numbering system is only repeated once every 5 to 8 years. <em>(Precision Dynamic; Hollister 2010)</em></td>
</tr>
<tr>
<td>Healthcare Provider (HCP)</td>
<td>A person licensed, certified or registered to provide health care.</td>
</tr>
<tr>
<td>Medical Record Number</td>
<td>A unique number generated by the MEDITECH system providing unique numbering for the facility’s Medical Record charts.</td>
</tr>
<tr>
<td>Newborn Identification Banding</td>
<td>The process of affixing a non-permanent identification band(s) on a newborn, the birth mother, and appropriate support person (if applicable). These bands contain unique newborn identifiers.</td>
</tr>
<tr>
<td>Unique Identifiers for Newborns</td>
<td>1. The first newborn unique identifier includes all of the following: birth mother’s legal last name and gender - written as baby boy, baby girl or unknown and date of birth and time of birth and order of birth (if multiples) – designate the order of birth by letters of the alphabet (e.g. baby boy A; baby girl B; baby boy C; etc.).</td>
</tr>
<tr>
<td></td>
<td>2. The second newborn unique identifier is: The newborn’s Medical Record Number as verified against the number written on the newborn’s admission/separation record.</td>
</tr>
</tbody>
</table>
3. **POLICY**

A Healthcare Provider (HCP) will identify the newborn immediately after birth before leaving the birth area or operating room and prior to separating the birth mother and newborn.

**Exception:** when the newborn requires emergency care, follow 4.13.

Newborn identification bands must include 2 unique identifiers. Using a 4 band system:

- Apply 2 bands to the newborn’s extremities. One of the newborn’s bands must include the newborn’s Medical Record Number.

- Apply 1 band to the birth mother.

- Apply 1 band to the father or support person (where applicable). If you do not use this band, you must destroy the band.

Verify the information on the newborn’s bands by checking with the birth mother. If the birth mother is not able to participate in the newborn identification process, 2 Healthcare Provider’s (Healthcare Provider (HCP)) must confirm that the newborn’s identification is correct. If a father or support person has a band, it requires the same verification.

4. **PROCEDURE**

4.1. **Identification Banding of the Newborn at Birth**

4.11 The Healthcare Provider (HCP) will either Order Enter (OE) into Meditech or telephone Registration/Admitting with the information of the newborn’s birth.

4.12 Using a method that ensures legibility and waterproofing, the Healthcare Provider (HCP) will fill in the required unique identifiers on the identification bands. If the newborn’s Medical Record Number is received before the mother/newborn are moved from the birthing room (or Operating Room), the Healthcare Provider (HCP) will apply identification bands on each of the following before leaving the room:

- 2 on the newborn;
- 1 on the birth mother; and
- 1 on the father/support person (if applicable).

Apply the identification bands to the newborn’s extremities in a manner that the band will not be easily removed. Either the birth mother and 1 Healthcare Provider (HCP), or, 2 Healthcare Provider’s (HCP) must be involved in the identification/verification process. The information written on the bands must include:
newborn’s Medical Record Number verified against the number written on the newborn’s admission/separation record; and

birth mother’s legal last name; and

gender - written as baby boy, baby girl or unknown; and

date of birth; and

time of birth; and

order of birth (if multiples) – designate the order of birth by letters of the alphabet (e.g.: baby boy A, baby girl B, baby boy C, etc.).

**Exception:** when the newborn requires emergency care, follow 4.13.

**4.13**

If the Newborn’s Medical Record Number is not available before the newborn is removed from the birthing room (or the Operating Room), the Healthcare Provider (HCP) will apply 1 band on each of the following before leaving the room:

- the newborn;
- the birth mother; and
- the father/support person if applicable.

The information written on these bands must include:

- birth mother’s legal last name; and
- gender - written as baby boy, baby girl or unknown; and
- date of birth; and
- time of birth; and
- order of birth (if multiples) - designate the order of birth by letters of the alphabet (e.g.: baby boy A, baby girl B, baby boy C, etc.).

As soon as Registration/Admitting provides the newborn’s Medical Record Number, the Healthcare Provider (HCP) must complete and apply the remaining band to the newborn. This band must include:

- newborn’s Medical Record Number as verified against the number written on the newborn’s admission/separation record; and
- birth mother’s legal last name; and
- gender - written as baby boy, baby girl or unknown; and
- date of birth; and
- time of birth; and
- order of birth (if multiples) - designate the order of birth by letters of the alphabet (e.g.: baby boy A, baby girl B, baby boy C, etc.).

4.14 The Healthcare Provider (HCP) will enter the newborn’s Medical Record Number in all document fields where the newborn’s hospital identification number is required (Newborn Record BCPHP #1583A, Labor and Birth Summary BCPHP #1588, BC Notice of Live Birth or Stillbirth).

4.15 The BC Newborn Record #1583A requires the signature of the Healthcare Provider (HCP) when the newborn is identified with the birth mother. Healthcare Provider (HCP) signatures are required if the birth mother is not able to participate in the identification/verification process.

4.2. Re-banding Process

4.21 The Healthcare Provider (HCP) will re-band the newborn, birth mother and support person (following the procedure in 4.12) if:

- The newborn’s identification band containing his/her Medical Record Number is removed, falls off or becomes illegible; or
- The birth mother’s ‘newborn identification band’ is removed, falls off or becomes illegible.

4.22 The Healthcare Provider (HCP) will document the re-banding process in the newborn’s nursing notes. Healthcare Provider (HCP) signatures are required if the birth mother is not able to participate in the identification/verification process.

4.3. Verification of Newborn Identification

4.31 The Healthcare Provider (HCP) will check the newborn’s 2 unique identifiers at the following times/events:

- admission or transfer to the nursery
- transport to another facility
- following shift handover, the Healthcare Provider (HCP) will ensure that each newborn has an identification band on which includes the newborn’s Medical Record Number
- prior to undergoing procedures including but not limited to:
This is a Interior Health CONTROLLED document. A copy of this document in paper form is not controlled and should be checked against the electronic file version to ensure accuracy.

- blood and blood product administration;
- breast milk administration (properly labeled birth mother’s breast milk or donor human milk);
- diagnostic imaging/radiology procedures;
- invasive procedures (e.g.: PICC line insertion, lumbar puncture);
- laboratory samples;
- medication administration; and
- surgical procedures.

- newborn discharge with parent or legal guardian.

4.32 For purposes of associating the newborn to the birth mother and/or father/support person, the first unique identifier will be compared between the newborn’s band and mother or father/support person bands.

4.33 Optional: The Band Number along with the first unique identifier may be used to associate the newborn to the birth mother and/or father/support person according to facility protocol.

5. REFERENCES

2. BC Women’s Policy 10100 Identification of the Newborn (2012)
4. Diagnostic Accreditation Program, Sample Transport and Accessioning Accreditation Standards, 2007
6. Interior Health Authority (2009). ADM Newborn Patient Type, Decision Brief
7. Interior Health Authority (2009). HIM Patient Name, Decision Brief