

**DOCUMENTATION TO BE COMPLETED FOR
REGISTERED BIRTH/DEATH**

DOCUMENTS	STAFF RESPONSIBLE	WHERE TO
1. Bereavement Care Plan	<ul style="list-style-type: none"> • Midwives • Bereavement Support Team • doctors 	Medical history
2. Patient Information “Death of a baby whose birth is registered with the Registry of Births Deaths and Marriages	Bereavement Support worker	Family
3. Memory Folder To be completed by family and staff	midwives	<ul style="list-style-type: none"> • Family • Women’s Social Support (if family does not want to receive it)
4. Post Mortem Family Information Booklet	Registrar/Consultant – it is the role of the doctor to discuss options and give the booklet	family
5. Consent Form for Post Mortem – one of two forms Form B– for stillborn baby Or Form C– for a neonatal death	Registrar/ Consultant All five pages of consent provide complete documentation of decision, and must be accounted for	<ul style="list-style-type: none"> • White copy to medical file • Green copy to Mortuary • Pink copy to family
6. Pathology Request Form – this is required for histological examination of the placenta	doctor	Mortuary
7. Follow -up Appointment Form Faxed or put in internal mail envelope to Coordinator Pregnancy Loss Clinic	Midwife	Outpatients Department
8. RWH Baby Death Form Two sections to be completed - put in internal hospital envelope and send to; *Admissions/Discharge and *Medical Records (HIS)	Midwife	Admission/ Discharge Health Information Service (HIS)
9. Intended Arrangements form Following the death of a registered baby	Bereavement Support worker (midwife only if out of hours and bereavement worker unavailable)	Mortuary