

Maidstone and Tunbridge Wells NHS Trust

Ref: FOI/GS/ID 5061

Please reply to: FOI Administrator Trust Management Maidstone Hospital Hermitage Lane Maidstone Kent ME16 9QQ

Email: mtw-tr.foiadmin@nhs.net

25 October 2018

Freedom of Information Act 2000

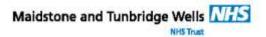
I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Maternity.

You asked:

- 1. Does your maternity unit allow partners to stay overnight with new mothers after the birth of their child? (Please answer Yes or No)
- 2. Please provide your trust's visitation policy for its maternity ward (enclosed as a PDF or word document or a link to the policy please)

Trust response:

- 1. Yes
- 2. Please see the following:



MAIDSTONE AND TUNBRIDGE WELLS NHS TRUST

Visitors Overnight Stay on Maternity Wards and at the Birth Centre

Requested/

Required by: Women's & Sexual Health Directorate

Main author: Birth Centre Managers (CM & KL)

Postnatal Ward Managers (SC & JJ)

Other contributors: None

Document lead: Inpatient Maternity Matron

Contact details: x33821

Directorate: Women's & Sexual Health Directorate

Specialty: Midwifery

Supersedes: Visitor Overnight Stay on Maternity Wards; Vs 1.0 (2011)

Approved by: Guideline Group **Date:** 12 October 2015

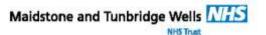
Ratified by: Clinical Risk Management Group Date: 14 October 2015

Review date: October 2018

Disclaimer: Printed copies of this document may not be the most recent version.

The master copy is held on Q-Pulse Document Management System

This copy – REV2.0

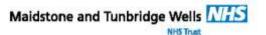


Document History

Document History				
Requirement for document:	The new development of The Tunbridge Wells Hospital introduced single room care, which is also available at the Maidstone Birth Centre. This required a review of:			
	Internal security measures			
	Patient and staff safety where unauthorised access to areas can be challenged			
Cross	Cross references:			
References / Associated Documents:	Maidstone & Tunbridge Wells NHS Trust Maternity Unit. (2014) Newborn Security. Trust Intranet, Q-Pulse System, Women & Children's Database			
	Maidstone & Tunbridge Wells NHS Trust Policies. Available Trust Intranet, Q-Pulse Policies and Guidelines System, Organisational-wide Database:			
	Information Security PolicyID Badge Policy			
	 Incident Management Policy and Procedure 			
	Management of Violence and Aggression Policy			
	Risk Management policy			
	Risk Assessment Policy and ProcedureBomb and Suspect Packages Policy			
	Counter Fraud Policy			
	Covert Surveillance Policy			
	Closed Circuit Television Policy and ProcedureSecurity policy			
	Security policyLoneworking Policy and Procedures			
	Infant Abduction Policy			
	Major incident policy: Lockdown procedures			

Version Control:				
Issue:	Description of changes:	Date:		
1.0	First iteration of Policy. Reviewed and developed in consultation with MTW Security Group.	April 2011		
2.0	Review and update	July-October 2015		

Visitors Overnight Stay on Maternity Wards & at the Birth Centre Author: Birth Centre Managers Review Date: October 2018 Document issue no: 2.0



Guideline Statement for

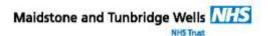
Visitors Overnight Stay on Maternity wards & at the Birth Centre

The use of single rooms in the new Tunbridge Wells Hospital & Maidstone Birth Centre has offered an opportunity to allow women to have their partners, or a nominated person to stay with them overnight on the maternity wards.

The purpose of this guidance is to ensure women, staff and visitor safety by addressing three principle issues:

- 1. To ensure staff are aware of persons staying on the wards overnight; especially important in case of emergencies.
- 2. To ensure that a record be kept of persons staying overnight.
- 3. To ensure that any person staying overnight is aware of the conditions applicable to them staying.

1.0 Introduction and Scope of Procedural Document



- This document applies to all Visitors who stay on the Maternity Wards & Birth Centre overnight.
- The procedure is designed to identify persons staying on the Wards & Birth Centre outside normal visiting and specifically during night time hours.

2.0 Definitions

- Partner: The father of the baby or designated birthing partner
- Overnight: During the hours of the night shift i.e. 20.00 07.45 hrs

3.0 Duties

Women's Directorate Managers - it is the Managers' responsibility to ensure that all new staff have read and understood this guidance.

All Maternity Team Staff - are responsible for reading this guidance, ensuring that all overnight visitors have received a leaflet outlining the conditions of stay and that the visitor's book has been signed by the person staying within the hospital. At the Birth Centre it is the night staff responsibility to ensure overnight visitors are added to the handover white board.

4.0 Training / Competency Requirements

This policy will be made available at local induction to all new starters to the organisation. There is no specific training required.

5.0 Guidance for Visitors Overnight Stay on Maternity Wards & at the Birth Centre

At the TWH hospital there is a sign 'in and out' book at the reception desk on both the postnatal and antenatal wards. Partners staying overnight will be asked to sign the book and given an ID badge with the room number where they are staying clearly displayed. At the Birth Centre it is not necessary to have an ID badge and the designated overnight visitor will be added to the handover white board.

- Partners will be given a Proforma explaining the conditions to them staying (See Appendix 4).
- Only one person will be permitted to stay overnight.
- No children will be permitted to stay overnight.
- At the TW Hospital partners will only have access to the individual room where they are staying, the lounge and the foyer. They will not be permitted to enter the pantry or clinical rooms. They have access to the milk kitchen when a member of staff is present. Partners can help themselves to refreshments and



breakfast with appropriate donations. They can also be directed to the canteen, shops or café on site.

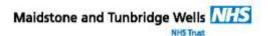
- At the Birth Centre entry will not be permitted to the clinical resuscitation room and store room. Woman & their partners are able to store their own food within the refrigerator in the kitchen. This must be appropriately labelled with the woman's name & date. Partners & relatives are welcome to make refreshments with an appropriate donation in the box provided in the kitchen. There is also the facility to use the Maidstone Hospital site Café, League of Friends shop and coffee shops.
- At the TW Hospital there will be no provision of a 'Put-me-up' bed. Partners
 can use the armchairs in the rooms. There are also a limited number of
 mattresses available in addition to the recliner chairs. It may be helpful if
 partners could provide their own pillows. At the Birth Centre the birth partner
 is able to use the facilities within the postnatal bedroom with the woman's
 consent.
- Partners must be respectfully clothed at all times.
- If the partner becomes unwell during their stay they will receive emergency treatment, but will be directed to A&E at the earliest opportunity. 999 calls to the ambulance service may be required.
- Partners will be aware that when staying overnight staff on the ward cannot be responsible for allowing them to re-enter in and out of the Ward or Birth Centre.
- There needs to be adherence to the Trust No Smoking policy, which is applicable to all aspects of the Hospital and Birth Centre site.
- Inappropriate behaviour/attitude partners will be asked to leave.

6.0 Monitoring and audit

Monitoring and Audit of this guideline will be identified with issues raised via Clinical Risk / Clinical Governance.

It is the responsibility of the ward managers to monitor on a weekly basis compliance with the requirements stated in this document.

APPENDIX ONE



Process Requirements

1.0 Implementation and Awareness

- 1.1 Once approved this policy/procedural document will be published on the Trust intranet by the Maternity Compliance Co-ordinator.
- 1.2 On publication of any Maternity document, the Maternity Compliance Coordinator will ensure that an email is sent to all Maternity staff and other stakeholders, as appropriate.
- 1.3 On receipt of notification, all managers/team leads should ensure that their staff members are aware of the new publications.
- 1.4 Women & Children's Clinical Governance Newsletter (Quarterly publication).

2.0 Review

- 2.1 It is essential that Trust Policy/procedural documents remain accurate and up to date; this policy/procedural document will be reviewed three years after approval, or sooner if there are changes in practice, new equipment, law, national and local standards that would require an urgent review of the policy/procedure. It is the responsibility of the Document Lead for this policy/procedure to ensure this review is undertaken in a timely manner.
- 2.2 The Document Lead should review the policy/procedure and, even when alterations have not been made, undertake the consultation process as detailed in **Section 5.5 Consultation** of MTW Policy and Procedure 'Production, Approval and Implementation of Policies and Procedures'.

3.0 Archiving

- 3.1The Trust Intranet retains all superseded files in an archive directory in order to maintain document history.
- 3.2 Old paper guideline copies pre-dating Datix (2006) are stored at:

Chatham Archive & Storage document Co.

Anchor Wharf

Chatham

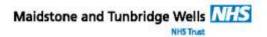
ME4 4TZ

Telephone: 01634 826665

APPENDIX TWO

CONSULTATION ON: Visitors Overnight Stay on Maternity Wards and at the Birth Centre Guidance

Consultation process – Use this form to ensure your consultation has been adequate for the purpose.



Please return comments to: Birth Centre Manager, Karen Leeson (email: karenleeson@nhs.net)

By date: 18th September 2015 (all documents must undergo a minimum of two weeks consultation)

Name:	Date sent	Date reply received	Modification suggested? Y/N	Modification made? Y/N
Trust Security Group	04/09/15			
Consultant Obstetricians	04/09/15			
Consultant Anaesthetists	04/09/15			
Consultant Paediatricians	04/09/15			
Head of Midwifery	04/09/15			
General Manager	04/09/15			
Matrons – Inpatient & Community	04/09/15			
Manager for Governance & Risk	04/09/15			
Maternity Risk Manager	04/09/15			
Supervisors of Midwives	04/09/15			
Midwifery Staff via emails	04/09/15			
Team Leads	04/09/15			

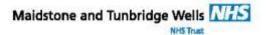
The role of those staff being consulted upon as above is to ensure that they have shared the policy for comments with all staff within their sphere of responsibility who would be able to contribute to the development of the policy.

APPENDIX THREE

Equality Impact Assessment

In line with race, disability and gender equalities legislation, public bodies like MTW are required to assess and consult on how their policies and practices affect different groups, and to monitor any possible negative impact on equality.

The completion of the following Equality Impact Assessment grid is therefore mandatory and should be undertaken as part of the policy development and approval process. Please consult the Equality and Human Rights Policy on the Trust intranet, for details on how to complete the grid.



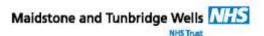
Please note that completion is mandatory for all policy development exercises. A copy of each Equality Impact Assessment must also be placed on the Trust's intranet.

of each Equality Impact Assessment must also be placed on the Trust's intranet.				
Title of Policy or Practice	Visitors Overnight Stay on Maternity Wards			
	& at the Birth Centre			
What are the aims of the policy or practice?	To ensure the safety of patients, staff and visitors at all times			
Identify the data and research used to	Refer to page 2 of this document for			
assist the analysis and assessment	references			
Analyse and assess the likely impact on	Is there an adverse impact or potential			
equality or potential discrimination with	discrimination (yes/no). Yes			
each of the following groups.	If yes give details.			
Males or Females	No			
People of different ages	No			
People of different ethnic groups	No			
People of different religious beliefs	No			
People who do not speak english as a first	No			
language				
People who have a physical disability	No			
People who have a mental disability	No			
Women who are pregnant or on maternity leave	No			
Single parent families	No			
People with different sexual orientations	No			
Transgender staff	This is potentially sensitive for pre operative			
	transgender staff, who would prefer to be			
	known by an alternative name to that of			
	their birth. For reasons of security and			
	consistency the ID badge will hold the			
	individuals legally recognised name. If this			
	is formally changed prior to surgery then			
	changes to the ID badge can be made as			
Decade with different week not to be time.	per the above process.			
People with different work patterns (part time,	No			
full time, job share, short term contractors,				
employed, unemployed) People in deprived areas and people from	No			
different socio-economic groups	INO			
Asylum seekers and refugees	No			
Prisoners and people confined to closed	No			
institutions, community offenders				
Carers				
If you identified potential discrimination is	Yes			
it minimal and justifiable and therefore				
does not require a stage 2 assessment?				
When will you monitor and review your	Alongside this policy/procedure when it is			
EqIA?	reviewed.			
Where do you plan to publish the results of	As Appendix 3 of this policy/procedure on			
your Equality Impact Assessment?	the Trust approved document management			
	database on the intranet, under 'Trust			
	polices, procedures and leaflets'.			

Visitor Overnight Stay on Maternity Wards & Birth Centre Proforma

Note: - Any visitor staying overnight must please first read and sign this document.

- Signing In and Out every night and morning you need to sign in and out. The Visitor Overnight Stay book is situated at the reception desk on both the postnatal and antenatal wards at the Hospital. At the Birth Centre the handover white board in the main office will be updated at the start of each shift.
- **ID Badges** at the TW hospital you will be provided with an ID Badge; the number of which will correlate to the Room in which you are staying. You must wear this badge at all times during the hours of 20.00 07.45 hrs and you are asked to please return it to the reception desk each morning. An ID Badge is not necessary at the Birth Centre.
- Only one person (and no children) will be permitted to stay overnight.
- Inappropriate behaviour/attitude you will be asked to leave should this become an issue during your stay.
- **Restricted access** at the hospital you are permitted access to the individual room where you are staying as well as the lounge and the Postnatal Ward foyer. You are not permitted to enter the pantry, or any clinical rooms. At the Birth Centre access is not permitted to the clinical resuscitation room and store room.
- No 'put-me-ups' are available for your use at the hospital; however, armchairs are available in each room and there are a limited number of mattresses available. It may be helpful for partners to provide their own pillows. At the Birth Centre you may use the facilities within your partner's postnatal bedroom with her consent.
- At the hospital partners may help themselves to refreshments and breakfast and are asked to give an appropriate financial donation.
 You may also be directed to the canteen, vending machines, and shops or on site café.
- At the Birth Centre you may also help yourself to refreshments. Please place an appropriate donation in the box provided in the kitchen. You may also use the refrigerator in the kitchen to store your own food. However, please label the food with your name and the date. Please be aware that refrigerator items that include sandwiches, salads, voghurts and fruit are for women's use only.
- Appropriate attire you need to ensure that you are respectfully clothed at all times.



- No Smoking this Trust operates a strict No Smoking policy on the hospital site.
- At the Tunbridge Wells Hospital please do not leave the ward after 9pm you need to be aware that when staying overnight, if you leave after 9 pm you will not be allowed back into the hospital. For security and staffing reasons partners should be aware that staff are unable to let them re-enter the ward once they have left unless there is an urgent situation. At the Birth Centre this can be negotiated with the Midwifery Sister on duty.
- If you should become unwell during your stay, please be advised that you will be directed, as appropriate to the A&E Department.

Overnight Visitors Name:
Room Number / Name:
I have read the above and agree to these conditions. I understand that it I do not comply I will be asked to leave.
Signed: Date: / /
Relationship to Patient:
Staff Signature: Print: Date: / /