





















**Maternity Safe Sleeping Action Plan – September 2018**

Action	Trust Lead	Date to be completed	Date completed	Update against progress and Evidence of Completion	RAG
<p>1</p> <p>Review and update infant feeding guideline</p>	<p>██████ – Infant Feeding Specialist Midwife</p>	<p>September 2018</p>	<p>Draft completed Aug 2018</p>	<p>Infant feeding policy updated and ratified at Women’s Quality Forum 9.10.18. For approval at Trust Procedural Documents Group on 18.10.18.</p>  <p>Infant feeding Policy for womens quality fc</p>  <p>2018 Infant feeding policy v7. Final Octob</p> <p>Working Group established made up of Ward Managers.</p>  <p>Minutes for meeting held 16 August 2018.</p>  <p>Time line for Information giving Oc</p>	<p></p>
<p>2</p> <p>To establish a Working Group for Safer Sleeping</p>	<p>██████ – Head of Midwifery</p>	<p>September 2018</p>	<p>September 2018</p>	<p></p>	<p></p>
<p>3</p> <p>To develop a timeline of touchpoints for safe sleeping and infant feeding advice to be provided:</p> <ul style="list-style-type: none"> <li>• Community Midwives</li> <li>• Health Visitors during Antenatal Classes</li> </ul>	<p>██████ – Infant Feeding Specialist Midwife</p>	<p>September 2018</p>	<p>Complete Oct 2018</p>	<p></p>	<p></p>

	<ul style="list-style-type: none"> <li>• Following birth with the first feed – CDS / Birth suite</li> <li>• Orientation ton postnatal ward – Welcome Pack.</li> <li>• Each feed on postnatal ward.</li> <li>• At discharge</li> </ul>					
4	Review current advice provided at each touchpoint	<p>██████████ – Governance Lead</p>	September 2018	September 2018	<p> Safe Sleeping Infant Feeding advice</p> <p> Safe Sleeping Infant Feeding advice</p> <p> safe sleeping advice .msg</p> <p> Bliss information.msg</p>	
5	Red books to be held on CDS / Birthsuite to aid initial safe sleeping discussions.	<p>██████████ – CDS Matron / ██████████ Birth Suite Manager</p>	September 2018		<p>Agreed at meeting of 26.9.18</p> <p> Safe Sleep - huddle red books.docx</p>	
6	Training for staff on CDS / Birthsuite re initial safe sleeping discussions using the red book.	<p>██████████ – Clinical Educator.</p>	October 2018	In progress	Training schedule in progress.	

7	Welcome folder on postnatal ward to include safe sleeping advice	[REDACTED] – Infant Feeding Specialist Midwife / [REDACTED] – Postnatal Matron.	September 2018	27.9.18	 parents advise of safe sleeping v4 27.0	
8	Safe sleeping advice to be provided within the top 5 languages for the local area.	Trust Diversity Lead	October 2018	In process	 RE PLEASE CASCADE - Interpret  RE PLEASE Interpret RE Quote Q-10155-01 Translat	
9	Develop a safe sleeping poster to provide a clear safety message to all parents	[REDACTED] – Infant Feeding Specialist Midwife	September 2018	Draft completed	 parents advise of safe sleeping v4 27.0	
10	Develop a Comms strategy to alert Midwives to the changes in practice: <ul style="list-style-type: none"> <li>• SBAR</li> <li>• Quality Bus</li> </ul>	[REDACTED] – Clinical Educator.	October 2018	Confirmed 10.10.18	 Maternity Safe Sleeping Action Plan .	
11	To produce an SBAR to alert staff to the changes in practice as a result of this case.	[REDACTED] – Clinical Educator.	October 2018	In process	Ongoing - To be produced once all changes agreed.	
12	Urgent team meetings to raise awareness of the case and promote changes in practice across the department	Ward Managers for each Maternity Area	September 2018	Birth Suite – Complete Sept 2018		

13	To explore the possibility of adding safety advice to the overhead TV's.		December 2018		In process	
14	Contact other Maternity units to request a sample of their postnatal notes to improve documentation.	Ward Managers	September 2018	September 2018	Review of Stockports postnatal notes – they use the same sticker from the Perinatal Institute. Agreed to design our own sticker for Bolton use.	
15	Development of an observations sticker to replace the current Perinatal Institute sticker to record observations and confirm that Safe Sleeping advice has been delivered.	Safer Sleeping Working Group	October 2018	Ongoing	In process  postnatal stickers .msg	
16	Regular documentation audits to be carried out in all maternity areas – to include Safe Sleeping and infant feeding advice.	 Clinical Standards Midwife	October 2018	Complete for October 18 and ongoing	 Safe Sleeping documentation audit.	
17	Add timely safe sleeping advice of Postnatal KPI's	Ward Managers	September 2018	Complete	 KPI - safe sleep.docx	
18	Inform the Safeguarding Board regarding actions around safer sleeping following the Regulation 28	 - DDO	November 2018		Action plan to be submitted to November Safeguarding Board	
19	Explore clip on cots for beds on post-natal ward (awaiting costings)	 - Head of Midwifery	September 2018	September 2018	Explored and there are no cots that will fit the current configuration of beds on the ward due to the mechanism of the bed safety sides	