

TRANSFERRING AN INFANT FROM INCUBATOR TO COT

This Local Operating Procedure is developed to guide safe clinical practice in Newborn Care Centre (NCC) at The Royal Hospital for Women. Individual patient circumstances may mean that practice diverges from this Local Operating Procedure.

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1. AIM

- To safely transfer an infant from an incubator environment to a cot

Note:

Infants <1500g are to remain in incubator unless clinically indicated.

2. PATIENT

- Newborns

3. STAFF

- Medical and nursing staff

4. EQUIPMENT

- Clean cot with cot tray/s
- Bed linen

Note:

- Transfer infants into a cot during day-shift
- Avoid bathing infant on day of transfer into a cot
- Avoid bathing infant prior to transfer into a cot
- Do not use nests in a cot

5. CLINICAL PRACTICE

Procedure:

1. Confirm with senior staff (medical or nursing team leader) that infant is ready to be removed from incubator environment.
2. When decision for incubator to cot is made:
 - a premature infant's incubator temperature should already be 28°C or less
 - Infant's body temperature has been stable for 48 hours
 - No sign of sepsis
 - No episodes of apnoeas and bradycardia
 - Consistent weight gain and minimum of 10g per day for last 7 days
 - No plans for back-transfer in the next 48 hours
3. Attend to infant's cares whilst in the incubator.
4. Dress infant appropriately.
5. Wrap infant with two warm bunny wraps to maintain body temperature.
6. Transfer infant into a cot.
7. Provide a blanket and ensure sides and bottom end are tucked under the mattress.
8. Check infant's body temperature 2 hours post-transfer.
9. Remove all linen from the incubator and transfer infant's belongings to cot tray/s.
10. Document procedure.
11. Transfer incubator to dirty utility room for cleaning.

NEONATAL SERVICES DIVISION

Approved by Quality & Patient Care Committee
August 2018

TRANSFERRING AN INFANT FROM INCUBATOR TO COT cont'd

6. DOCUMENTATION

- eMR nursing notes
- Daily Care Plan
- Neonatal Observation Chart

7. RELATED POLICIES/PROCEDURES/CLINICAL PRACTICE LOP

- Nil

8. RISK RATING

- Low

9. NATIONAL STANDARD

- Standard 1 Governance for Safety and quality in Health Service Organisation

10. ABBREVIATIONS AND DEFINITIONS OF TERMS

NCC	Newborn Care Centre		
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11. REFERENCES

Nil

12. AUTHOR

Primary	15/07/2005	KB Lindrea (CNC)
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REVISION & APPROVAL HISTORY

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