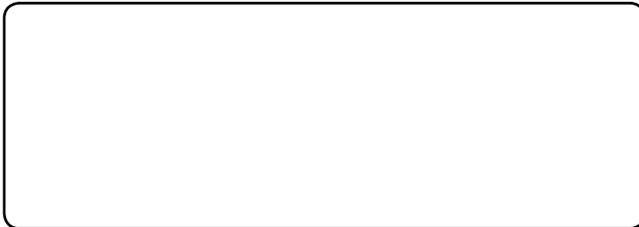


Directorate of Planned Care
Woman & Children's Unit

Victoria Hospital
Hayfield Road
Kirkcaldy
KY2 5AH

YOUR MATERNITY GUIDE

YOUR NAMED MIDWIFE

A large, empty rectangular box with rounded corners and a thin black border, intended for the user to write the name of their named midwife.

Hospital switchboard

VHK: 01592 643355

QMH: 01383 623623

Maternity Outpatients

Victoria Hospital 01592 729089

Queen Margaret Hospital 01383 627033

Maternity Assessment 01592 729187

Day Care 01592 729818

Birth Units

Midwife Led Unit 01592 729183

Consultant led Unit 01592 729182

Observation 01592 729186

Maternity Ward

01592 729241 / 729242

Special Care Baby Unit

01592 729192

Philosophy of care

We maintain confidentiality and security of information provided to us.

We aim, working in partnership with you, to provide a high standard of clinically effective and evidence based care.

We hope the information contained in this booklet will tell you a little bit about the services we provide. If you require further information, please do not hesitate to ask us.

We have both telephone and face-to-face Interpreter Services. Please let us know if you require these services.

There is a **NO SMOKING** policy within the hospital site.

Parking spaces are limited, please park with consideration for the safety of others.

Security: There are security doors throughout the Maternity Unit to ensure your safety, which means you will need to be let in by staff. Please be patient as staff may be busy and unable to respond immediately. All NHS Fife staff wear identity badges. Do not give your baby to anyone who does not identify themselves to you.

Travel: Please arrange your own transport to the hospital. **In an emergency please phone to discuss ambulance transport.**

If you are entitled to reimbursement of your travel expenses, please see the cashier with a receipt for your claim and proof of benefit eligibility.

(Philosophy of care continued)

Mobile phones: Although we do not ban the use of phones, we ask that you use them discreetly.

Fire Safety: All NHS staff are trained in fire prevention and fire procedure duties. The fire alarm is tested every Wednesday and Friday morning.

Minicom Service – if required

Assistance Dogs are allowed within the hospital

Services available

- Parent Education Website
- Physiotherapy Service
- Complementary/ Alternative Therapies
- Weight Management.
- Anaesthetic Referral Service
- Infant Feeding Help Line and Infant Feeding Advisor available for specialist support.

Fife Maternity Services has been Baby Friendly Accredited since 2004. This is a UNICEF best practice award.

Maternity Records

NHS Fife is now using an electronic record called Badgernet, to document your maternity care. This is a safe and secure way of recording your information which is available to all the professionals involved in your pregnancy and birth.

Badgernet – Patient Portal (maternity notes)

INFORMATION FOR PATIENTS

Maternity Notes is a tool which allows you to see your maternity record electronically from your own device. It is not the full record but a summary of your care. The tool has the ability for you to record information yourself, but does not allow your midwife to communicate back to you electronically. Anything you add to this can be discussed at your next appointment with your midwife. All information is held securely and cannot be accessed without the appropriate login details.

ACCESS ON YOUR PC OR TABLET

Your midwife will ask you for your contact details and a security phrase.

You can then login to **www.pregnotes.net**.

After entering your email address (username) and security phrase, this will generate a confirmation code which will be sent by text message. This will allow you access to the system from then on.

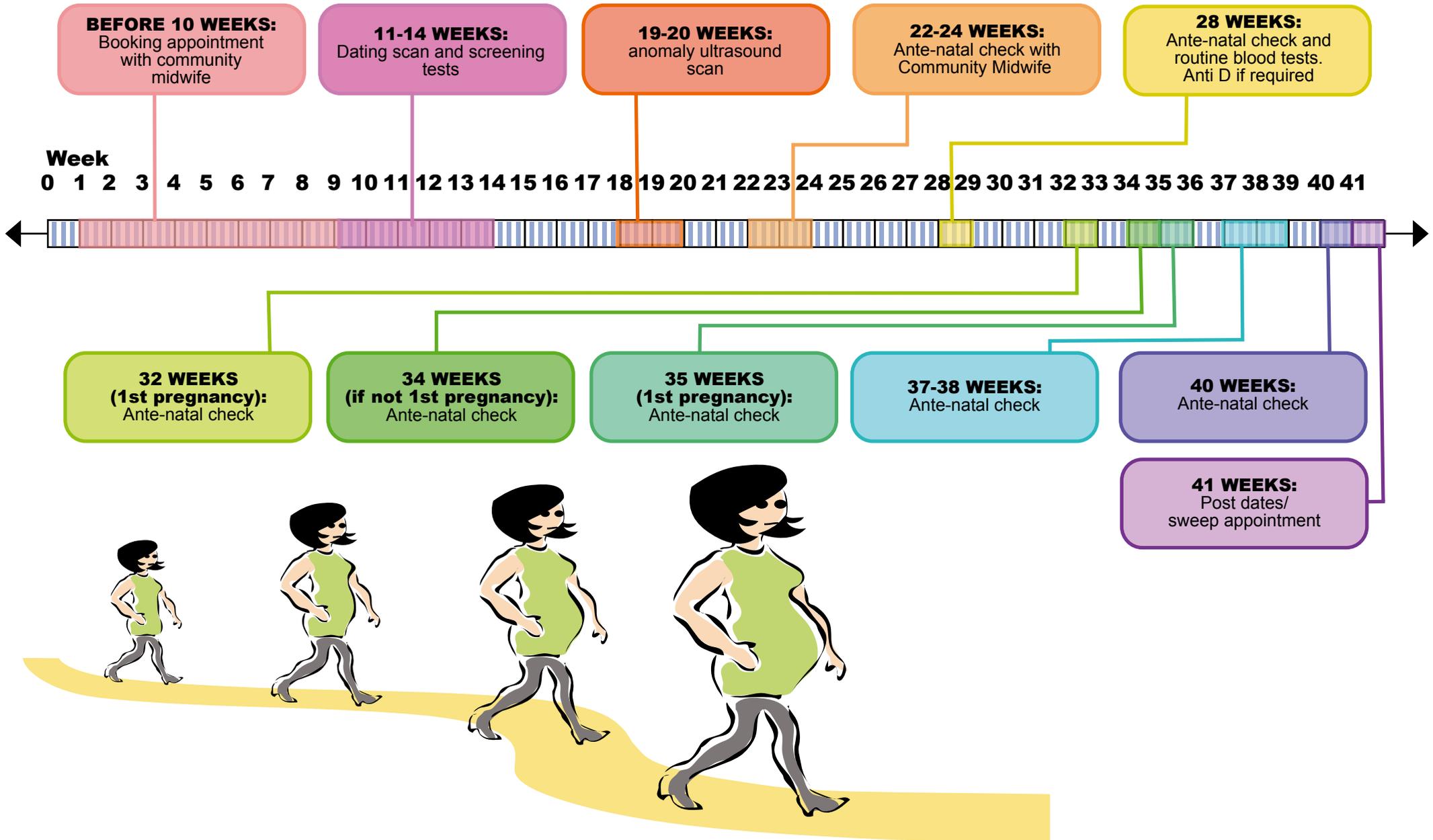
ACCESS ON YOUR SMARTPHONE

Download the Badgernet Maternity Notes app from the relevant App Store and follow the instructions as above.

You are responsible for keeping your information secure, e.g. password.



Your Guide to Ante Natal Care



Antenatal Care

Your care maybe shared between your midwife, GP (if requested) and obstetrician depending on your level of risk or at your request.

We promote normality wherever possible, offering homebirth, our midwife led unit or consultant led unit as delivery choices. Please make sure you fully discuss and understand your care choices with your midwife / obstetrician.

Your antenatal appointments and care will generally follow national guidelines. Appointments normally take place in the GP's surgery or in hospital clinics.

We also have a Day Care Ward – Monday–Friday 09.00-16.30hrs and Maternity Assessment Unit open 7 days.

Care in labour

Contact with the midwives can be made by phoning the relevant unit and the staff can advise you if and when to come into hospital.

Research has shown that staying at home in a familiar environment can be beneficial in establishing labour.

Your health and progress in labour will be regularly monitored. We will also be monitoring your baby's heartbeat during labour.

As well as having facilities for a water labour or birth, we also have birthing balls, poles, cushions and mats for your use.

If you are to be induced or having an elective caesarean section an admission date will be arranged. Occasionally, this may be delayed due to emergencies arising in the delivery suite, please be patient.

(Care in labour continued)

A paediatrician may be present for your baby's birth.

In birth Suites only two birthing partners can accompany you whilst in labour. This may change if an operative delivery is required, your midwife will advise you.

Due to the high level of activity in the hospital, we ask that your visitors do not "wait for news" in the hospital or phone for information and advise them that you or your partner will get in touch.

Postnatal Care

Staff will support, educate and advise you about caring for yourself and your baby.

You and your baby will be checked by the midwife and other health staff, to make sure you are recovering well from the birth.

Then you may be transferred to the maternity ward or sent home directly from the delivery ward after about 6 hours.

Your baby will also have a thorough examination and a hearing test usually before going home.

Partners may accompany you when you are being admitted but will need to adhere to visiting times after your admission. Partners may stay overnight if you have a single room.

The only children visiting should be your baby's own brothers and sisters. Children should be supervised at all times.

The number of visitors at any one time is two per bed. Visitors may be asked to leave if any treatment or tests need to be carried out.

Tea and coffee (self service) is available for patients only,

(Postnatal care continued)

throughout the day. A menu is circulated daily for your choice of meals. If you have any special dietary requirements, please let the staff know. Due to the risk of food poisoning visitors are requested not to bring cooked food to the hospital.

There is a dining room in the hospital grounds as well as several retail outlets within the main building.

Personal property: we cannot accept liability for loss or damage to your property. You are advised not to bring anything of value into the hospital.

A community midwife will visit you at home for up to 10 days (or longer if necessary) after which your care will be handed over to the health visitor.

Breast feeding support workers may also visit to give additional support.

Special Care Baby Unit

Babies who need close observation and specialised care are admitted to the special care baby unit. You will be encouraged to help care for your baby, if their condition allows.

All mobile phones must be switched off before entering the unit.

Please note that the unit only has 2 mother and baby rooms available.

There is a FaceBook page for parent support – further information from SCBU

On occasion you or your baby may need to be transferred to another hospital, depending on the care either of you require.

People who may be involved in your care:

MATERNITY CARE TEAM

Midwives including smoking cessation, substance misuse, family health midwives.

Obstetricians.

Anaesthetists.

Sonographers.

Infant Feeding Advisor.

Nursery Nurses.

Nursing Assistants.

Domestic Staff.

Catering Staff.

Porters.

Neonatal Nurse, Advanced Neonatal Nurse Practitioner, Paediatricians, Neonatologists.

SPECIALIST TEAMS

Fetal Medicine, Diabetes, Medical High risk

OTHER STAFF YOU MAY MEET

Physiotherapist, dietician, volunteer staff, social worker, hospital chaplain.

STUDENTS

Please note we are a training hospital for student midwives and medical students. If you do not wish to have students involved in your care please let the staff know.

RESEARCH

Research into better ways of investigating and treating women and babies is sometimes undertaken. We will always explain the purpose of the research and always obtain your consent to participate.

Every care has been taken in compiling this publication and the statements contained within it are believed to be correct at time of printing.

If you require this information in an alternative format e.g. Braille, easy read, audio please email the Equality and Diversity Department at fifeuhb.equalityanddiversity@nhs.net or phone **01383 565142**.