

## **Standard operating procedure for baby receiving**

1. Preparing the reception area: Ensure that the area designated for baby receiving is clean, well-lit, and warm. Stock up on necessary supplies like baby blankets, towels, diapers, clothes, and feeding equipment.
2. Ensuring proper hygiene: Before receiving a baby, make sure to wash your hands thoroughly with soap and warm water. This is important to minimize the risk of any infection.
3. Greeting the parents: When the parents or caregivers arrive with the baby, warmly greet them and introduce yourself. Ensure that they feel comfortable and informed about the receiving process.
4. Obtaining necessary information: Request essential information about the baby, such as their name, date of birth, and any existing medical conditions or allergies. This data will help in ensuring personalized care and safety for the baby.
5. Assessing the baby's condition: Conduct a visual inspection of the baby to observe their general appearance, skin color, breathing pattern, and responsiveness. Check for any signs of distress or illness.
6. Temperature check: Use a non-contact infrared forehead thermometer to measure the baby's temperature. A normal body temperature for a baby is usually between 97°F to 100.3°F (36.1°C to 37.9°C).
7. Cleaning and diaper change: If necessary, gently clean the baby's diaper area using baby wipes or a damp cloth. Replace the soiled diaper with a fresh one. Ensure that the baby is comfortable and dry.
8. Dressing the baby: If the baby's clothing is soiled or inappropriate for the environment. Ensure that the baby's clothes are loose-fitting and comfortable.
9. Feeding and hydration: If the baby is due for a feeding, inquire whether they have been breastfed or formula-fed and their preferred method. Follow the parents' instructions regarding the baby's feeding routine. Ensure that the baby is well-hydrated.
10. Documentation: Accurately record all necessary information about the baby, including their vital signs, feeding schedule, diaper changes, and any observations or comments related to their care. This documentation is crucial for overall care coordination and continuous monitoring.
11. Maintain communication: Throughout the baby receiving process, maintain open and clear communication with the parents or caregivers. Address any concerns or queries they might have and provide reassurance.