On behalf of the Board of Management of the Ballarat Base Hospital, the staff of Eildon House Midwifery Department, welcomes you for your stay in Ward E1, which, we hope, will result in great joy.

We trust that during this time you will feel relaxed and comfortable and that should you have any problems or worries, that you will discuss them with us.

You are urged to make the most of your stay by learning about baby care, so that when you go home, you will feel confident in your ability to cope with new demands, and thereby gain greater fulfilment.

Constructive comments to improve the care of families who use our ward are welcome. Please direct these to the Charge Nurse, Associate Director of Nursing or Chief Executive Officer.
GENERAL

Hospitals are similar to any large organisation or establishment, in that they must have rules and a system of protocol. These affect both patients and staff, and are necessary to achieve smooth running and efficiency.

Whilst every endeavour is made to make your stay a pleasant and memorable experience, it is essential that there be co-operation between mothers, their families and staff.

The following is to acquaint you with the rules, procedures and other information relating to your admission and stay in hospital.

ADMISSION

It is hoped you will have 'booked in' to clerical staff, as well as having given a history to the ante natal educator, some weeks prior to the anticipated date of confinement.

When it is time to be admitted, you should come to Reception via the Main Entrance and you will then be escorted to the ward.

Should you be in doubt about coming to hospital, by all means, ring and speak to a midwife in the midwifery ward. This applies whether it is day or night time.

A phone call to the ward is always appreciated before you leave home. So that we can prepare for your arrival. Unless of course, you don't have time!

Your classification of type of accommodation is noted from your admission booking, and every endeavour is made to allocate the requested accommodation.

However, there may be some circumstances in which, for example, a single room may not be available at a particular point in time.
LABOUR

Admission in Labour

Unless the birth is imminent, you will be escorted to the assessment room. Your partner/support person(s) are welcome to accompany you.

The midwife will check your antenatal records and ask relevant questions regarding your pregnancy, health and labour and then carry out a check similar to that carried out during your routine antenatal visits.

The midwife will notify the doctor of your admission and depending on the stage of labour, you will be admitted to the observation room or birth room.

Shaving and Enemas

These are not performed routinely, but may be performed if either you or your doctor request same. Discuss this with your doctor during pregnancy.

Birth Plans

If you have written a birth plan, please show it to the midwife on admission, so that we are aware of your preferences and expectations.

Should you not have a written birth plan please discuss your preferences with the midwife anyway.

Progress in Labour

During labour, your midwife will support and continue clinical observation of the well being of both you and your baby.

Contact will be made by the staff with your doctor as labour progresses.

Support in Labour

Mothets are encouraged to bring support person(s) with them. Obviously, there are limitations of the birth room size, so please limit the numbers to two or three.

Your other children are also welcome by prior arrangement with your doctor, but must be accompanied by another adult (excluding the mother's support person) at all times. Naturally, the midwife or the doctor may request that the children be taken out of the room at any time, if they become distressed, or if your (or the baby's) condition so dictates.

The Role of Midwives in Labour

Midwives are qualified to care for and manage women in labour, and will contact your doctor whenever necessary. She/he will assist in your comfort and pain relief. Should your doctor not be present at the birth, the midwife is fully qualified to deliver your baby.

You are encouraged to share in decisions, and it is your right to be fully informed about your progress in labour. Please feel free to ask questions or discuss any problems.

Birth plans are helpful for communicating your preferences, however, circumstances may change during the course of labour.
CAESARIAN BIRTH

For various medical reasons, it may be necessary that birth be achieved by surgical means, that is, Caesarian birth. This will be determined by and explained to you, by your doctor, prior to the event. Approximately ten per cent of births occur this way.

If an epidural anaesthetic is to be used, you may discuss with your doctor the possibility of father being present at the birth.

Because baby is born this way, it does not alter aspects of baby’s care; e.g. breast feeding, rooming in, etc. Staff will give you additional help if you wish to give baby this care.
FEEDING

Whilst every effort is made to encourage and support mothers who wish to breastfeed, we understand that some mothers choose not to breastfeed and this choice will be respected.

We believe that the method of infant feeding should be the mother's choice and that she should not feel pressured either way.

Breast Feeding

Most mothers can successfully breastfeed given motivation. Midwives will provide support and information to mothers and offer practical assistance. Please feel free to ask as many questions as you like.

The midwives will show you how to correctly position and attach your baby to the breast. This is important to prevent nipple soreness and we encourage mothers to seek assistance in the first few days.

Demand feeding is encouraged as this satisfies your baby when he or she is hungry rather than at inappropriately scheduled times, and also helps to stimulate your milk supply.

Night feeding is also encouraged as this helps to promote breast milk production as well as preventing severe engorgement.

However, we also understand that you may be tired and wish to sleep. In this case, you are encouraged to express some breast milk through the day to be given overnight to your baby. This is preferable to giving artificial formula overnight.

Midwives will teach you how to express and store breast milk. It is valuable to know how to express milk for when you may wish to go out etc. If you do express during your hospital stay, remember to take any unused milk with you for use at home later.

Artificial Feeding

Should you choose not to breastfeed, then you should select the preferred formula, preferably prior to your baby's birth. You will be taught how to prepare the formula prior to discharge.

Rooming In

Rooming in is encouraged from birth providing both you and your baby are well. This helps you to get to know your baby, assists in establishing successful breast feeding and will give you confidence in caring for your baby. Should you have a single room, you may room in twenty-four hours a day. The choice is yours.

Night rooming in is possible in shared rooms, depending on the other women with whom you are sharing. If you prefer not to room in, or are unable to room in, the midwife will care for your baby and wake you when required for night feeds.

Bottle feeding mothers are also encouraged to room in and may night feed as well, if desired.

Midwives will assist and guide you in all aspects of baby care. You are encouraged to attend to your baby as much as possible, if both of you are well.
BATHING BABY

If so desired, your baby may have a bath at delivery. Normally, however, your baby will be cleaned with PHISOHEX within a few hours of birth, and again after forty-eight hours, and providing the baby is well, bathed each alternate day thereafter, using soap or bathing solution. First time mothers are encouraged to bath their baby daily to gain confidence.

A midwife will be nearby to help or guide as required. A bathing demonstration is given for all mothers each day in the nursery.

Should you be unwell then bathing will be done by midwifery staff. Your baby is bare weighed and dressed in fresh singlet, nightie and bunny rug at each cleanse or bath.

Prevent Infection

Thorough washing of hands is essential, especially:
(a) Before and after changing your baby’s nappy;
(b) Before and after feeding your baby;
(c) Before and after changing pads, or going to the toilet.

You are requested to use the disinfectant HIBICLENS provided beside washbasins.

CARE OF THE CORD

At delivery, a plastic cord clamp is applied to the umbilical cord. This will be removed by the midwifery staff about day three.

As this area is a potential infection site, it is important that the site be cleaned twice a day at nappy change time and after each bath, using the supplied special cord paint. This procedure should continue until the scab separates, usually from seven to twenty-one days.

BABY CLOTHING

A minimum of three each of nighties, singlets and bunny rugs, which should all be clearly labelled with surname, will be required.

All nappies are supplied and laundered by the hospital, but you will be required to provide two nappies to use when you take your baby home. Soiled nappies should be placed in green bags attached to your baby’s cot, or in brown bags in the nursery.

PACIFIERS (DUMMIES)

If you wish to use a pacifier, please supply your own. Remember, they should be kept as clean as possible.
BABY BLOOD TESTS
P.K.U.

When your baby is five days old, a sample of blood will be taken from a heel prick. This is done as a routine test to screen for an extremely rare disease known as PHENYLKETONURIA and for HYPOTHYROIDISM and CYSTIC FIBROSIS. Only positive results are notified.

Should you be discharged before day five, Dom Care Service may do the test, or you may be required to bring the baby to the ward for a sample to be taken.

Jaundice

Some babies may appear jaundiced about day three which subsides by day six or seven. The doctor at times might order a blood test, called an 'S.B.R.,' which will be taken from a heel prick should your baby be jaundiced, the midwifery staff will suggest more frequent feeds.

If the result of the blood test is above a certain limit, your doctor will probably prescribe 'phototherapy'. This involves placing your baby in an isolette (humidrib) under bright lights. The baby's eyes will be protected by soft goggles. You are welcome to visit during this time and to take your baby from the isolette at feeding times.

LAUNDRY

It is desirable that you make arrangements for the laundering of clothing, both for yourself and your baby, to be done at home. However, if required you can rinse these articles in the bathroom.

FORMS TO BE COMPLETED

Within a day or so of your baby's birth, two forms will be given to you to complete:

(a) Registration of Birth;
(b) Family Allowance.

The Family Allowance form requires your doctor's signature.

The forms can then be posted to the addresses as indicated, or left with the ward clerk to post. Should you have difficulty in completing these forms, the staff will assist.
BABIES IN ‘SPECIAL CARE’

At times, some babies require special care in an isolette (humicrib).

The baby’s parents are encouraged to continue contact with the baby and are welcome to spend time with baby. Simply check with Nursery Staff so as not to intrude on other parents privacy when entering the Special Care Nursery.

MOTHER’S CARE

Each morning after breakfast, a Midwife will examine you, paying attention to your breast, abdomen, perineum, and loss. Your temperature and pulse will be taken twice daily, or more often if necessary.

Tissue wraps are provided in your locker and in the toilets for use in disposal of pads. Please wrap the pads in the tissues and deposit in the receptacle in the bathroom.

Should you pass any clots or your loss develops an offensive odour, you are requested to keep the pad and advise the Midwife.

It is suggested that you have a shower at least twice each day, washing and drying your perineum thoroughly, particularly if you have stitches. If preferred there is a bath at the south-end of the ward, and also a mini bath available, which you may use as often as desired. A limited number of portable sitz baths are also available if required. You may wish to bring in your hairdryer to assist in drying the perineal area. Do not apply talcum powder below your waist; ice may be supplied during first twenty-four hours for sore perineums, initially left in place for five to ten minutes, and then discarded in the bin.

SAFETY PRECAUTIONS

In addition to ordinary safety precautions taken by you, it is recommended that you take the additional precautions of:

(a) Wearing footwear at all times;
(b) Wheeling cots flat and not with the cot head elevated;
(c) Never leave your baby unattended on your bed, changing table or bench;
(d) Place your baby on side after a feed, rather than on its back;
(e) Don’t leave your baby unattended in your room for long periods of time. You may leave your baby in the nursery whilst you shower, for example, if you wish.

SMOKING

Smoking is not permitted in the hospital at any time by patients or their visitors.
A WORD FOR FATHERS

More emphasis is now placed on the active participation and supportive role of the father at the birth and subsequent caring for the new baby.

Fathers are encouraged to:

(a) Be supportive during labour and birth;
(b) Participate when able in the feeding by giving the mother support and encouragement, and by 'burping' your baby;
(c) Care for your baby by changing its nappy and assisting with bathing;
(d) Be scrupulous with your handwashing before and after handling your baby;
(e) Assist in the care of other siblings;
(f) Visit at any time between 7.00 am to 8.30 pm, except for rest period 1.00 pm to 2.30 pm. The baby’s brothers and sisters are welcome to accompany father on these visits.

VISITORS

Visiting hours are from:

2.30 pm to 8.00 pm.

These visiting hours are restricted in your interests. A rest period has been set from:

1.00 pm to 2.30 pm

during which time no visitors are permitted.

It is requested that your visitors be advised that:

(a) Smoking in the hospital is not permitted;
(b) They should not sit on other beds;
(c) Should your baby be in the room with you, that it not be disturbed unnecessarily;
(d) They should report to the reception desk if visiting after hours for any reason;
(e) They restrict the number of visitors per mother at any given time.
KIOSK

The hospital kiosk, which is a private concern and not run by the hospital, is situated in the main entrance foyer.

It carries a wide variety of goods, including such items as nursing pads, disposable pants, toilet articles, light refreshments and drinks.

Trading Hours:–
Monday to Friday, 10.00 am - 8.00 pm
Saturday, Sunday and Public Holidays, 2.00 pm - 8.00 pm.

NEWSPAPERS

Newspapers and magazines may be purchased from the newsboy who attends the ward 8.00 to 8.30 am, daily.

MEALS

Each morning, your meal card will be on your breakfast tray. It is set out so that you can make your selection of meals for the next twenty-four hours. You are requested to complete these cards and have them ready for collection soon after breakfast.

Meals cannot be provided for other family members, but they are welcome to bring a meal with them for you to share.

Special diets are provided, if ordered by your doctor.

It is wise to avoid foods which you know upset you. Some babies are upset if the breast feeding mother eats certain foods. These foods can only be determined by trial and error basis and then avoided.

GOING OUT

Providing your doctor agrees, it is encouraged that you have a night out prior to discharge.

You deserve a little time out to look at yourselves as new parents (even if it isn’t your first), and we make reliable baby sitters!

The time of leaving and returning will be arranged with the staff so that there is a minimum interruption to the baby’s feeding times.
FACILITIES

Telephone

Public telephones are situated in the south-end of the ward, and at bottom of Eildon House stairway, and are available at all times.

Should you occupy a ward which has its own telephone, calls may be made and received through the hospital switchboard.

When making calls, it is necessary to dial "O" prior to dialling the required number.

Trunk calls need to be booked through the switchboard for which purpose it is necessary that you dial "9" to contact the switchboard operator.

If there is a telephone in your room, please notify your relatives and friends of the extension number and request them to ask for that extension.

To reduce the workload on the hospital switchboard, it is desirable that you nominate a spokesperson; e.g. your husband or mother, from whom your relatives and friends may inquire about you and your baby's condition.

It is requested that, unless urgent, no calls be made to your room between the 1.00 pm and 2.30 pm rest period, and between 9.30 pm and 7.00 am.

Lounge

A lounge is situated adjacent to the Nursery for use by mothers and their visitors.

Coffee and tea making facilities in the lounge are for parents use only.

Video Machine

Various videos relating to childbirth, breastfeeding, childcare etc. are available to view while in hospital.

Video machine is available for use in the ward for viewing of same.

TV Hire

Television sets may be hired through Yeoman's Hire Service. Their phone number is available at the reception desk.
PHOTOGRAPHS

A professional photographer attends the ward at about 11.00 am, each Tuesday. If you wish to avail yourself of this service, please complete the form supplied and have your baby with you in the lounge area by 11.00 am.

Photographs are published in the Ballarat News newspaper only if you have signed the agreement form.

If you are unsatisfied with the photographs, you are under no obligation to purchase them.

You are entitled, of course, to take your own photographs.

MATERNAL and CHILD HEALTH SERVICES

Maternal and Child Health Sisters visit the ward twice a week, usually on Monday and Thursday mornings. You are encouraged to make arrangements with them to attend a centre so that your baby’s progress may be monitored.

STAFF IDENTIFICATION

There is a great variety of uniforms in our ward - the ‘colour guide’ will help you identify personnel.

We also like to be known by name, which is shown on our ID badge.

<table>
<thead>
<tr>
<th>Color</th>
<th>Uniforms and Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Midwives (or Blue and White Pin Stripes Colottes and White Shirt)</td>
</tr>
<tr>
<td>Pale Blue</td>
<td>Student Midwives</td>
</tr>
<tr>
<td>Light Blue</td>
<td>State Enrolled Nurses</td>
</tr>
<tr>
<td>Torquoise</td>
<td>Ward Clerk</td>
</tr>
<tr>
<td>Light Aqua</td>
<td>Food Services and Pantry Workers and Female Cleaners</td>
</tr>
<tr>
<td>Green</td>
<td>Ward helpers/assistants</td>
</tr>
<tr>
<td>Yellow</td>
<td>Mothercraft Nurse</td>
</tr>
</tbody>
</table>

Male cleaners wear white trousers and white shirts.

From time to time you may also observe students from tertiary institutions. They will be wearing an identity badge.
POST NATAL PHYSIOTHERAPY

Classes are usually conducted by the Physiotherapist on Mondays and Thursdays at 11.00 am.

There is a typed sheet of physiotherapy in each locker.

You will benefit later if you make the effort to exercise and attend the classes.

PARENT CRAFT INSTRUCTION

During your post natal stay in hospital you may wish to attend Parent Craft instructions for some hints on caring for your new baby, baby bathing and baby massage, feeding, safety etc.

Your partner is also invited to attend the Parent Craft instructions, usually held around 11.00 am.

Information on contraception will also be made available to you before going home. Please feel free to consult with your doctor or midwife concerning contraception.

DISCHARGE DAY

Your length of stay in hospital is dependent on:
1. How you are feeling and your general health.
2. How your baby is, particularly with regard to feeding.
3. The philosophy of your doctor.
4. Your home situation and follow up care.

In short, there is no fixed length of hospitalization.

Health Insurance claim forms for the various organizations are available in the Admission/Discharge office. Completed forms should be left with the Admission/Discharge Clerk.

On the day of discharge, it is requested that you make arrangements to leave prior to 11.00 am, if possible.

Please remember to have your baby's own nappy and clothes to take your baby home in, including a bonnet and bunny rug or blanket.

You will be escorted with your new baby to your car by one of the Midwifery staff. Please ensure that you have collected all your belongings.

Please have correct infant restraints fitted to your car before discharge. These are available for hire through your local council, but need to be arranged early in your pregnancy.

Prior to leaving hospital, you will be given baby's cot card and a duplicated form to present to the Maternal and Child Health Sister.
DOMCARE

Domcare is a seven day a week health service provided by a Midwife of the Ballarat Base Hospital, for the care of mothers and their new babies.

The service is provided after discharge when the Midwife offers to visit you and your new baby in your own home, to offer support, help and advise on any problems, particularly if you decide to return home early.

This is a service offered by this hospital, free of charge.

POST NATAL GET TOGETHER

You are invited to return to the hospital for a get together in the antenatal classroom.

Date and time of the next get together is on the Nursery Notice Board.