**Annual audit form**

**Neonatal**

Facilities accredited as Baby Friendly must submit audit results on an annual basis in order that effective maintenance of standards may be monitored. Facilities are requested to complete the form and submit electronically to the Baby Friendly office.

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| **Unit/hospital name:** |  |
| **Contact name, email & telephone:**  |  |
| **Date of last assessment:** |  |
| **Date of this annual audit:** |  |
| **Number of staff included in audit:** |  |
| **Number of breastfeeding mothers included in audit:**  |  |
| **Number of formula feeding mothers included in audit:** |  |

**Breastfeeding statistics**

Please provide your latest data in the table below – in percentages only and covering an entire year of collection where possible. More information about the data fields can be found here: [unicef.org.uk/babyfriendly/baby-friendly-resources/implementing-standards-resources/neonatal-guide-to-the-standards/data-for-neonatal-units/](https://www.unicef.org.uk/babyfriendly/baby-friendly-resources/implementing-standards-resources/neonatal-guide-to-the-standards/data-for-neonatal-units/)

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| **Breastfeeding data**  | **Percentage** |
| Mothers expressing breastmilk during the first 24 hours following their admission to the neonatal unit  |  |
| Babies receiving human milk in the first 24 hours after admission to the neonatal unit  |  |
| Babies receiving human milk when they leave the unit  |  |
| Mothers expressing when their baby leaves the unit  |  |
| Mothers breastfeeding their baby when they leave the unit  |  |
| Period of collection  |  |

**Policies and guidelines**

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| Does the policy full cover all the Baby Friendly Initiative Standards? | Yes/No  |
| Does the policy prohibit the display or distribution of materials which promote breastmilk substitutes, feeding bottles, teats and dummies? | Yes/No  |

**Latest audit results**

*Please note that your audit should have been carried out on a random sample of staff, including a number of medical staff, (or all staff), not just on those who have completed the training, and a random sample of mothers. The question numbers relate to the question numbers in the audit tool.*

*Additional notes for medical staff audit: Please note that the question numbers on the medical staff audit do not correlate directly with the submission form. We have added notes to support you to add in the results to the correct criteria. Question 2c in the medical staff audit is for your information only and does not have to be submitted.*

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| **Standard 1 – Support parents to have a close and loving relationship****with their baby** |

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| **Staff understand…** | **% giving correct/adequate response** |
| 1a. The importance of developing a close and loving relationship (including 1b from medical staff audit) |  |
| 1b. Why this is particularly important on the neonatal unit |  |
| 1c. How to support this process (including 1c from medical staff audit) |  |
| 1d. Why skin contact/kangaroo care is important for preterm/sick babies (including 1a from medical staff audit) |  |
| 1e. How to support parents who are bottle feeding to bottle feed responsively |  |
| **All mothers were….** | **% giving correct/adequate response** |
| 1a. supported to get to know her baby in the early days |  |
| 1b. had the importance of this explained to her |  |
| 1c. had skin to skin contact with her baby as early and as often as possible |  |
| 1d. supported to give EBM by bottle (mothers providing EBM for their baby) |  |
| **Bottle feeding mothers were….** |  |
| 1d. given information on how to feed her baby responsively |  |
| 1e. shown to make up her baby’s feeds |  |

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| **Standard 2 Enable babies to receive breastmilk and to breastfeed****when possible** |

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| **Standard 2. Staff can describe/demonstrate….** | **% giving correct/adequate response** |
| 2a. Why breastmilk is particularly important for preterm babies (including 2a from medical staff audit) |  |
| 2b. How to help a mother initiate lactation |  |
| 2c. How to help a mother maintain her milk supply (including 2b from medical staff audit) |  |
| 2d. How to support a mother to make the transition to breastfeeding her baby |  |
| 2e. The key principles of positioning and attachment |  |
| 2f. How babies attach to the breast |  |
| 2g. The signs of effective attachment |  |
| 2h. Why effective attachment is important |  |
| 2i. Why hand expressing is useful |  |
| 2j. How to support a mother with hand expressing |  |
| 2k. How to support a mother to make the transition to responsive/modified responsive feeding |  |
| 2l. The signs that a baby is receiving enough breastmilk (including 2d from medical staff audit) |  |
| 2m. Why it is important to avoid allowing advertising of formula milks in the health care system (including 2e from medical staff audit) |  |
| **Mothers confirmed that they….** | **% giving correct/adequate response** |
| 2a. had the importance of breastmilk explained  |  |
| 2b. were supported to start expressing as soon as possible |  |
| 2c. were shown how to express by hand and pump |  |
| 2d. know how to ensure a good milk supply |  |
| 2e. had support to keep expressing |  |
| 2f. had support with breastfeeding |  |
| 2g. were prepared for going home with the baby |  |

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| **Standard 3 Value parents as partners in care.** |

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| **Standard 3. Staff understand…** | **% giving correct/adequate response** |
| 3a. Why it is important to recognise parents as parents in care (including 3a from medical staff audit) |  |
| 3b. How to create a culture where parents are recognised as the primary caregivers (including 3b from medical staff audit) |  |
| 3c. How to create an environment which enables parents to be the primary caregivers |  |
| 3d. How to communicate with parents sensitively and effectively |  |
| **All mothers confirmed that ….** | **% giving correct/adequate response** |
| 3a. felt fully involved in their baby’s care |  |
| 3b. were able to be with their baby whenever they wanted |  |
| 3c. were made to feel at home on the unit |  |

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|  **General**  |

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| **Mothers…** | **% giving correct/adequate response** |
| 4a. Had a conversation about safer sleep |  |
| 4b. Received written information or were referred to appropriate websites |  |
| 4c. Mother happy with care overall | very happy |  |
| fairly happy |  |
| unhappy |  |
| 4d. Staff were kind and considerate | always |  |
| mostly |  |
| sometimes |  |
| not at all |  |

Please tell us about any major change in the service which have resulted in significant gaps in care provision, or any other external assessment which has highlighted significant problems for example poor CQC report, an external review of the service, service in special measures etc.

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Please specify date and outcome of last CQC inspection:

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**Action planning**

*Please describe any actions you are taking following this audit, particularly to address any weaknesses to meet the standards:*

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Thank you for completing this information. A member of the Baby Friendly Initiative team may contact you to discuss the results.

4 **Please send this audit form and any additional documents to** **bfi@unicef.org.uk**