



**National Ambulance Service**  
**Ambulance Operations Procedure**  
**HSE Procedure for Notification of Home Births**

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## **1.0 Policy Statement**

Women who have booked for a planned home birth with the Self Employed Community Midwives (SECM) require that their contact details and directions **to** their home from the nearest town or a landmark are sent to and filed by the National Emergency Operations Centre (NEOC) in advance so as to expedite transfer to hospital in the event of an emergency.

## **2.0 Purpose**

The purpose of this procedure is to provide a standardized practice for communication between the Designated Midwifery Officer for Home Births (DMO), Self Employed Community Midwife (SECM), Neighbourhood Midwives Limited (NML) and National Ambulance Service (NAS) National Emergency Operations Centre (NEOC) when planning and attending a planned home birth.

## **3.0 Scope**

This procedure applies to SECM, DMO, NML and the NAS.

## **4.0 Glossary of Terms and Definitions**

- **SECM – Self Employed Community Midwife**
- **DMO – Designated Midwifery Officer for Home Births (HSE)**
- **NML – Neighbourhood Midwives Limited**
- **NAS – National Ambulance Service**
- **NEOC – National Emergency Operations Centre**
- **CAD – Computer Aided Dispatch.**
- **NHBS – National Home Births Service**
- **AMPDS – Ambulance Medical Priority Dispatch System**

## **5.0 Areas Covered – National**

All Counties

## **6.0 Roles and Responsibilities**

### **6.1 DMO / NML**

- To ensure that Midwives are aware of this procedure and have access to it.
- To ensure that this policy is implemented.
- To communicate with the NEOC Change Process Team if a review of this procedure is necessary.

### **6.2 NAS**

- To ensure that NEOC Staff are aware of this procedure and have access to it.
- To ensure that this policy is implemented.
- To communicate with DMO / NML if a review of this procedure is necessary.

## 6.2 Midwife

- To read and adhere to this policy.
- To communicate with their DMO / Line Manager any issues when implementing this procedure.

## 6.3 NEOC

- To read and adhere to this policy.
- To communicate to the NEOC Change Process Team any issues when implementing this procedure. Email [NEOC.cpt@hse.ie](mailto:NEOC.cpt@hse.ie)

## 7.0 Procedure

### 7.1 Antenatal:

- Clinical governance of the National Home Birth Service (NHBS) states in its pathway of care that ‘**Directions to the home of all planned Home Births are sent in advance to National Emergency Operations Centre using “Ambulance Standard Procedures” as appended, so as to expedite transfer to hospital in the event of an emergency**’.
- When the woman is booked for a planned home birth she will furnish the Midwife with directions to her home (**where the planned birth will take place**) and fill in the necessary form (Appendix 2).
- This form will be sent by the Midwife to the DMO / Line Manager accompanying the application form for the planned home birth.
- DMO / NML will forward the NEOC Form CP-1004 to the NEOC by email to [NEOC.CPT@HSE.IE](mailto:NEOC.CPT@HSE.IE) at least one month prior to the expected date of delivery.  
Patient’s Name,  
Address (of home birth),  
**Phone Number, Mobile preferable(to be used to identify the property),**  
Directions  
Name and phone number of the primary midwife of the planned home birth.
- The NEOC will place the details on their CAD so they can be retrieved when contacted in an emergency. All emergency calls to be made through the 112/999 system.
- If the woman moves home before the planned birth the Midwife **MUST** send the new directions to the DMO / MNL who **WILL** then forward them to the NEOC on the NEOC Form CP-1004 by email to [NEOC.CPT@HSE.IE](mailto:NEOC.CPT@HSE.IE)

## 7.2 Intranatal:

- When the woman is in labour the Midwife phones the NEOC on [021-4640016](tel:021-4640016) ([dedicated number for midwives](#)), gives the woman's previously identified phone number(as supplied in 7.1 section 4) and checks that the details and directions to the clients home are on the CAD.
- In the event of an emergency during labour/birth the Midwife will phone 112/999, identifies themselves as being the Midwife, gives the number they are ringing from when requested, then gives the woman's phone number (as supplied in 7.1 section 4)
- The Midwife will then be required to confirm the telephone number they are ringing from and then the address.
- The Midwife will then be required to answer a series of questions as determined by ProQa / AMPDS.
- On completion of ProQa / AMPDS a Dispatch Code will be generated, then the NEOC will dispatch the nearest appropriate resource to the address of the planned home birth.
- The Midwife contacts the midwifery management of the intended hospital as per local policies depending on region/hospital.

## 7.2 Postnatal:

- On completion of the Birth the Midwife will email the NEOC(at the earliest possible time) at [NEOC.CPT@HSE.IE](mailto:NEOC.CPT@HSE.IE), the subject line to contain "HB" and the telephone number used to identify the address and the email will confirm that the address can now be untagged.

## 8.0 Implementation Plan:

- The policy will be made available to the NEOC and distributed to Midwives by the DOM / NML in their regions.

## 9.0 Revision and Audit:

- The policy will be reviewed three years from date of approval or earlier if indicated and three years from any early review date.
- It will be reviewed by DMO and NEOC Management.

## 10.0 References/bibliography: (List all references used in the policy, procedure or guideline and include in the bibliography.)

- None Applicable

### 11.0 Revision History:

No.	Amendment No	Date	Section Amended	Approved by.
1	N/A	27/8/2018	N/A	NEOC

### 12.0 Signatures of Approval

All persons must sign and date this page after they have read and understood the Standard Operation Procedure.

\_\_\_\_\_  
National Ambulance Director  
On Behalf of the National Ambulance Service

Date \_\_\_\_\_

\_\_\_\_\_  
National Ambulance Medical Director  
On Behalf of the National Ambulance Service

Date \_\_\_\_\_

\_\_\_\_\_  
Designated Midwifery Officer  
On Behalf of Home Birth Services

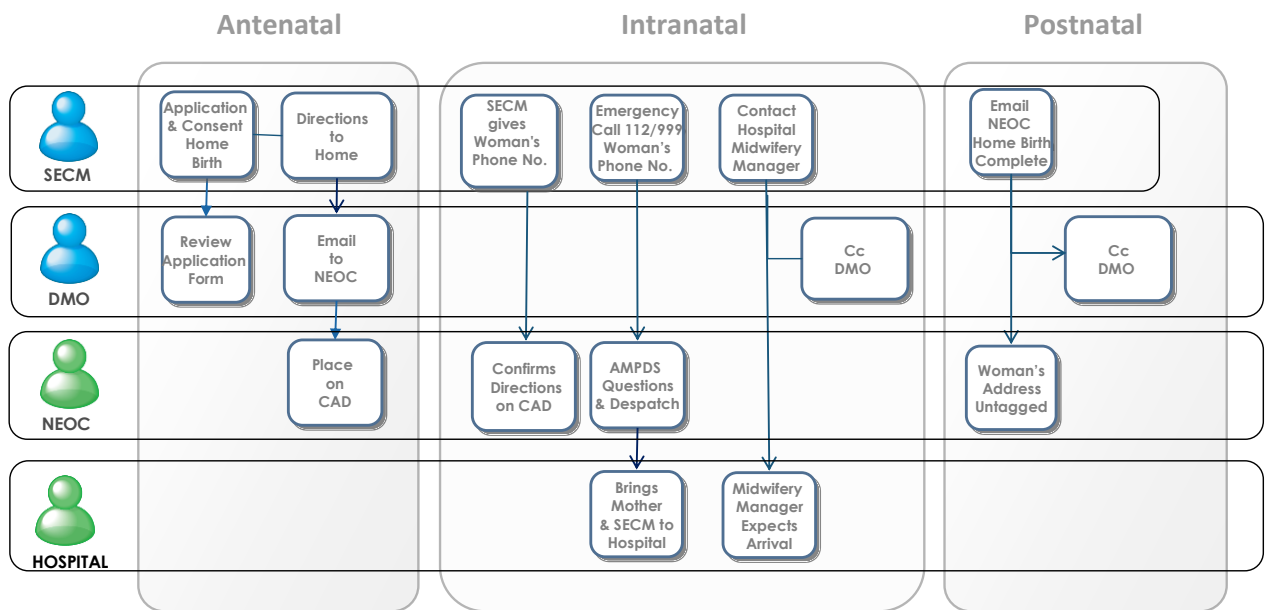
Date \_\_\_\_\_

### 13.0 Appendices

Appendix I: Flow Chart will support and provide a rationale for the procedure.

Appendix II: Form CP-1004

Appendix I: Flow Chart to represent communication pathway of procedure



Appendix II:.



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



**National Ambulance**

Address details for tl  
Service

in the event of a Request for Emergency Transfer to Hospital:

PLEASE COMPLETE THE DOCUMENT IN CAPITAL LETTERS.

Name of Expectant Mother: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Eircode: \_\_\_\_\_

Tel No.: \_\_\_\_\_  
(INCLUDE AREA CODE)

Mob Tel: \_\_\_\_\_

Expected date of Delivery: \_\_\_\_\_

Name of Nominated Maternity Hospital: \_\_\_\_\_

Name of Midwife: \_\_\_\_\_ Mob Tel: \_\_\_\_\_

Detailed Directions from Nearest Town / Village to the Address of the Expectant Mother:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Patient maybe contacted by the National Ambulance Service to confirm direction details.

Address to be confirmed by the SECM

Signed by: \_\_\_\_\_  
Expectant Mother

Date: \_\_\_\_\_

Confirmed by: \_\_\_\_\_  
**SECM**

Date: \_\_\_\_\_

Forward by DMO to National Emergency Operations Centre, Date: \_\_\_\_\_

**NOTE:**

*In the event of any changes to the above details, **it is the responsibility of the SECM** to forward an updated form to the DMO / Line Manager of that region and the NEOC by email to [NEOC.CPT@HSE.IE](mailto:NEOC.CPT@HSE.IE) In the event of an emergency dial 112 or 999 requesting National Ambulance Service.*