**PREGNANCY/MATERNITY FORMS PROTOCOL – ED RECEPTION TEAM**

1. A **Face sheet must be printed for every pregnant A&E patient**, regardless of whether their A&E attendance is related to their pregnancy or not.

If a patient informs you they are pregnant and/or if you get the EPR alert after booking in to tell you the patient is pregnant – print a Face sheet

1. Put the printed Face sheet in the **Maternity - To Send** folder.
2. **Maternity folders must be checked every Night** – any Face sheets in the To Send folder must be scanned and emailed. Scan and send to self and then forward as per below.
3. The scanned document will be sent to your email. Forward this (with the scanned sheets attached) to ALL of the email addresses below..

[**alison.pollock@cht.nhs.uk**](mailto:alison.pollock@cht.nhs.uk)

[**samantha.rooney-smith@cht.nhs.uk**](mailto:samantha.rooney-smith@cht.nhs.uk)

[**natalie.wood@cht.nhs.uk**](mailto:natalie.wood@cht.nhs.uk)

**amelia.helliwell@cht.nhs.uk**

1. Write the date and time sent on each of the printed Face sheets and put them in the **Maternity – Sent** folder.
2. The Maternity team will send an email to the A&E Reception group email account confirming the MRNs of the Face sheets they have received.

Reception team must check these against the sheets in the Maternity – Sent folder and dispose of the ones confirmed as received in the Confidential Waste.