

Early Notification (EN) Report Form

Please refer to the [guidance note](#) set out below for further information when completing this form:

Maternity & Newborn Safety Investigations (MNSI) reference Please confirm that you have advised the family that you have reported the incident to NHS Resolution.	MNSI ref: Family decline MNSI investigation but request EN investigation Yes Yes
Trust reference number	
Baby's full name	First name: Last name:
Baby's sex at birth	Female Male
Baby's date of birth	DoB:
Date of death (if relevant)	DoD:
Mother's full name	First name: Last name:
Legal guardian's full name and relationship to baby (if applicable)	First name: Last name: Relationship:
Family address / guardian address as applicable (please specify which)	Family Legal guardian Telephone: Email address: Address:
What is Mother's preferred language?	English Other (please specify):
Does Mother require an interpreter?	Yes No
Delivery site: Name of the hospitals attended in relation to this pregnancy as well as any hospitals that have provided care to the baby (other than the delivery trust):	

Guidance note

MNSI reference	<p>Please note that EN cases reported without an MNSI reference will be rejected and you will be asked to resubmit the case with the MNSI reference.</p> <p>The only exception to this applies to circumstances where the family have declined an MNSI investigation but requested an EN investigation. To ensure the EN case is not rejected please ensure that you specify this on the 'Any other comments box' when reporting the case on the Reporting Wizard also please ensure you tick the appropriate box on the EN report form.</p> <p>If the family decline an MNSI investigation, they can still request an EN review, independently of MNSI. In the absence of such a request, the default position is that if MNSI decline to investigate, EN will not investigate either.</p> <p>Should the family wish to have an EN review only, the Trust are required to notify the EN team. State this in the 'Any other comments' section of the Reporting Wizard and mark the EN report form to reflect the families' wish for an EN review and provide relevant documents to enable preliminary triage (MRI and child's condition at discharge in the first instance).</p>
Please confirm that you have advised the family that you have reported the incident to NHS Resolution.	<p>At the Duty of Candour stage, the Trust are responsible for informing the family that the incident will be referred to MNSI, and thereafter to EN investigation scheme for review.</p> <p>The Trust should explain to the family that the EN team aims to be in contact with them within 30 days of receipt of the MNSI investigation report. In the meantime, you may wish to direct families to EN's family facing web pages.</p>
Guardian's full name (if applicable)	<p>In circumstances where the baby's mother is not the baby's legal guardian please provide the legal guardian's name and relationship to the baby if known/applicable.</p>
Family address / guardian address as applicable	<p>In cases where the baby's mother is not the baby's legal guardian please provide up to date contact details for the legal guardian.</p>
Delivery site	<p>Please provide the name of the hospital or other location of the delivery if known.</p> <p>Where trusts have more than one hospital with a maternity unit please confirm which hospital the delivery took place in.</p>
Name of the hospitals attended in relation to this pregnancy and also the hospitals who have provided care to the child (other than the delivery trust):	<p>Please provide details of other hospitals where provision of care differs from the delivery/reporting trust.</p> <p>For example: Prenatal care (booking trust) / Neonatal admissions / magnetic resonance imaging (MRI).</p>