

Early Notification scheme Reporting criteria

Step one

To establish whether a maternity incident should be reported to the Early Notification (EN) scheme please answer the following questions:

- Does the incident involve a baby born at 37 weeks gestation or more?
- Did delivery of the baby follow labour (as per the [Each Baby Counts definition of labour](#))?
- Did the baby survive to day seven?

YES

If the answer to **ALL** of the questions above is 'yes' please go to step two

NO

If the answer to any of the above is 'no' the incident is not reportable under the EN scheme.
Please note that babies that die within the first week of life (0-6 days) fall outside of the EN scheme

Step two

Has the baby had one or more of the following?

- Diagnosis of Grade III hypoxic ischaemic encephalopathy (HIE); or
- Active cooling; or
- Decreased central tone AND a loss of consciousness AND seizures of any kind.

YES

If the answer is 'yes' to a,b or c the incident is reportable to EN. Please go to step three.

NO

If the answer to all of the above is 'no' the incident is not reportable to the EN scheme.

Step three

Please report the case to NHS Resolution using our Claims Reporting Wizard ensuring that the case is identified as an EN incident.

Where possible please upload the following items at the time the case is reported to the EN scheme:

- A fully completed EN report form including:
 - the trust's preliminary assessment of risk;
 - the notification criterion that has been met; and
 - Whether the family has been told of our involvement.
- The relevant pregnancy, delivery and neonatal records and a copy of the cardiotocography (CTG) trace and magnetic resonance imaging (MRI) reports.
- Copies of all trust investigations reports (i.e. – serious incident report / 72 hour report / Datix incident report etc.).
- The Healthcare Safety Investigation Branch (HSIB) reference number.

Where it is not possible to upload the items at the time of reporting, please provide these within **30 days** of reporting the incident to the EN scheme.