

Lincolnshire Working for a better future

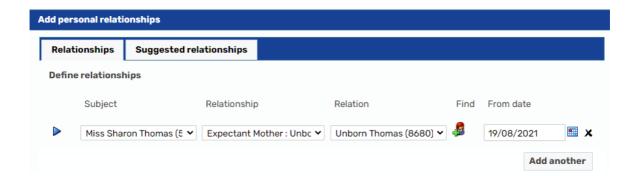
Children's Services Quick Guide

Recording unborn babies, miscarriages, terminated and fabricated pregnancies

Unborn babies are created in Mosaic when it is believed that a pregnancy has been identified. The record must then be updated correctly to record the outcome or the pregnancy. This avoids duplicate records being created and records a history of pregnancies that can be referred to.

Creating a record for an unborn baby

A record will need creating for the unborn baby linked via **Personal relationships** to the expectant mother. The correct naming convention must be used and record the Due date as the **Date of Birth**.



Complete the fields as follows:

- Relationship Select Expectant Mother:Unborn Child, this can be repeated to add the father as Expectant Father:Unborn Child. <u>DO NOT</u> add any relationships between the Unborn baby and siblings
- Relation When creating the Unborn baby use the naming convention 'Unborn (mother's surname)' as in the example above.
- Click on Save and Close, then OK to return to the Mother's Person Summary Screen

The Mother's NHS number within her **Person Summary** screen must now be recorded to create a link to the NHS Care Portal.

Click on Person details > References

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- Click on Add
- Reference Type select NHS Number
- Reference record the Mother's NHS number
- Click on Save

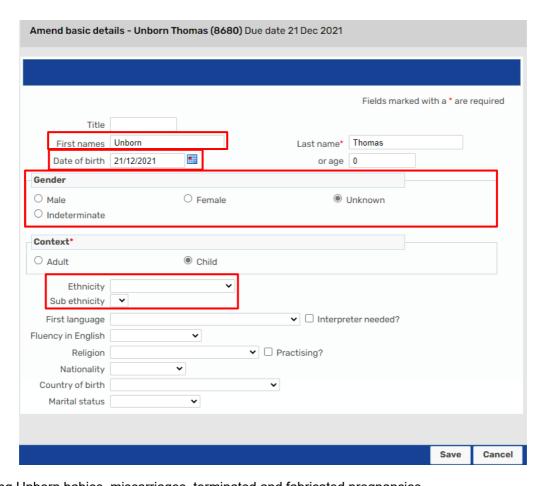
The record is now complete and will need updating in the future to record the outcome of the pregnancy.

Updating a record for a born baby

Once a baby is born a number of fields will need updating on the record as follows:

- Name
- Date of birth
- Gender
- Ethnicity
- Personal relationships
- NHS number for those on a Child Protection Plan

To update the Name, Date of birth, Gender and Ethnicity click on Personal details > Basic details, the Amend basic details screen displays.



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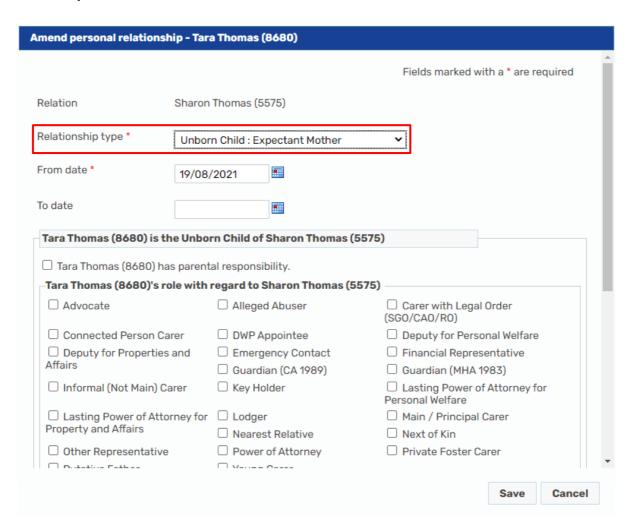
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Update the fields as appropriate and click on **Save**.

To update the **Personal relationships**, click on **Person details > Personal relationships**, the relationships currently linked to the unborn display. You can also access the Personal relationships by clicking on **Change** on the Personal relationship box on the Person summary screen.



Click on the **?** edit icon against the relationship listed to open the **Amend personal** relationships screen.



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- Relationship type field as appropriate, in the example above the field would be updated to Daugther: Mother.
- Click on Save
- Repeat for any further relationships that need updating
- Then click **OK**

For children on a Child Protection Plan or are a Child in Care, the child's NHS number within their **Person summary** screen must now be recorded to create a link to the NHS Care Portal.

- Click on Person Details > References
- Click on Add
- Reference type select NHS Number
- **Reference** record the child's NHS number
- Click on Save

The record should now be completely updated.

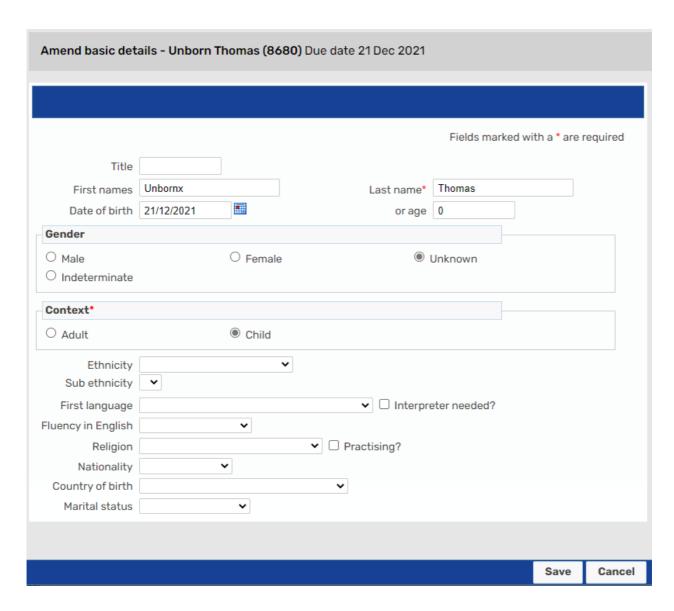
Recording a miscarriage, terminated pregnancies or fabricated pregnancies

If the pregnancy has resulted in a miscarriage, has been terminated or it was identified that it was a fabricated pregnancy the following fields on the Unborn baby's record will need updating:

- Name
- Date of death
- Personal relationships
- Notes

To update the Name, click on Person details > Basic details, the Amend basic details screen displays. Alternatively from the Person summary screen, click on Change next to Basic details in the Demographic information section.

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Update the **First names** field to **Unbornx** and click on **Save**.

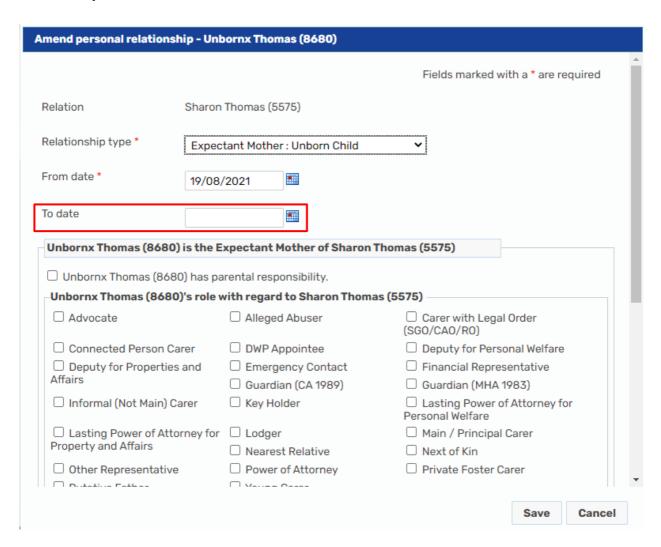
A **Date of death** will need recording as either the date of the miscarriage or the date you were notified (if unknown).

Click on **Person details > Date of death**. Enter a date in this screen as appropriate. Then click on **Save**.

To update the **Personal relationships** click on **Person details > Personal relationships**, the relationships currently linked to the unborn display. Alternatively, click on **Change** next to **Personal relationships** on the **Person summary** page.



Click on the / edit icon against the relationship listed to open the Amend personal relationship screen.



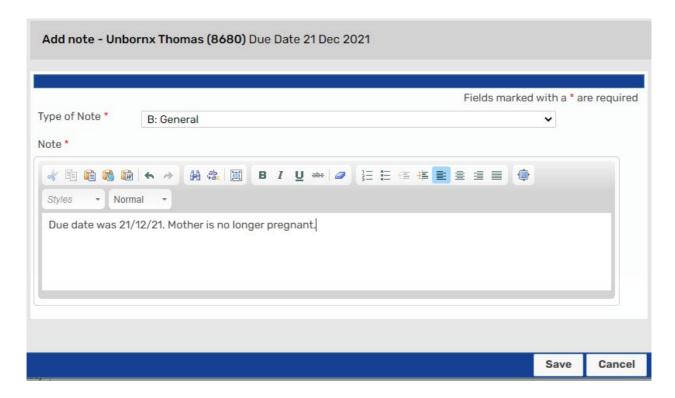
In the To date field enter the same date entered in the Date of death field. Click on Save and repeat for any other existing relationships.

A **Note** will now need recording to record the expected due date and an explanation of the reason mother is no longer pregnant or that the pregnancy was unconfirmed.

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Click on **Person details > Notes**. The **Person notes history** screen will display. Click on **Add** to open the **Add note** screen.



Complete the fields as follows:

- Type of Note select B: General
- **Note** enter the due date and record that the mother is either no longer pregnant or that the pregnancy was unconfirmed
- Click on Save
- Click on OK

The record has now been updated. The unborn will not display on the Mother's Person summary screen, but will display on the **Personal relationships** screen and within any **Genograms** viewed within the family.