

Using the Hospital Self Appraisal Tool to Review Policies and Practices

Any hospital or health facility that is interested in receiving a Certificate of Intent to Support the Principles of the Global Baby-Friendly Hospital Initiative should—as a first step—appraise its current practices in relation to the Ten Steps to Successful Breastfeeding.

The checklist that follows will permit a hospital, birthing center, or other health facility giving maternity care to make a quick initial appraisal or review of its practices in support of breastfeeding. Completion of this initial self-review form is the first stage of the process of meeting the requirements to receive a Certificate of Intent from the U.S. Committee for UNICEF. (In the United States, the baby-friendly designation process is still being developed; final recommendations will be issued in 1994.)

Hospitals are encouraged to bring their key management and clinical staff together to review the Self Appraisal Tool and develop a plan of action based on the results of the self appraisal. Suggestions for specific action for an in-house group of hospital management and clinical staff are to establish 1) a written breastfeeding policy, 2) a written curriculum for any training in lactation management given to hospital staff caring for mothers and babies, 3) a written outline of the content to be covered in antenatal health education about breastfeeding. Existence of such written documents provides evidence of on-going institutional commitment to breastfeeding and ensures continued promotion even with changes in staff. Consultation with the U.S. Committee for UNICEF can provide more information on policies and training that will contribute to increasing the Baby-Friendliness of health facilities.

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HOSPITAL DATA SHEET

Date _____, 19 ____

If no nursery for normal well newborns exists, write *none* in space provided.

Hospital Name: _____

Address: _____

City, District, or Region: _____ Country: _____

Name of Chief Hospital Administrator: _____ Telephone: _____

Names of senior Nursing Officers (or other personnel in charge):

For the Facility: _____ Telephone: _____

For the Maternity Ward: _____ Telephone: _____

For the Antenatal Service: _____ Telephone: _____

Name of person to be contacted for additional information: _____

Type of Hospital:	Government	Private - Not for profit	Private - For profit
	Mission	Teaching	Other: _____

HOSPITAL CENSUS DATA:

Total bed capacity: _____

_____ in labour and delivery area

_____ in the maternity ward

_____ in the normal nursery

_____ in the special care nursery

_____ in other areas for mothers and children

Total Deliveries in year 199____: _____

_____ were by Caesarean

_____ were low birth weight babies (<2500g)

_____ were in special care

Caesarean rate	_____ %
Low birth weight rate	_____ %
Special care rate	_____ %

Infant feeding data for deliveries from records or staff reports:

_____ mother /infant pairs discharged in the past month

_____ mother/infant pairs breastfeeding at discharge in the past month _____ %

_____ mother/infant pairs breastfeeding exclusively from birth to discharge in the past month _____ %

_____ infants discharged in the past month who have received at least one bottlefeed since birth _____ %

How was the infant feeding data obtained?

_____ From records

_____ Percentages are an estimate, provided by: _____

Name of person(s) filling out this form: _____

STEP 1. Have a written breastfeeding policy that is routinely communicated to all health care staff.

- 1.1 Does the health facility have an explicit written policy for protecting, promoting, and supporting breastfeeding that addresses all 10 steps to successful breastfeeding in maternity services Yes No
- 1.2 Does the policy protect breastfeeding by prohibiting all promotion of and group instruction for using breastmilk substitutes, feeding bottles and teats? ... Yes No
- 1.3 Is the breastfeeding policy available so all staff who take care of mothers and babies can refer to it? Yes No
- 1.4 Is the breastfeeding policy posted or displayed in all areas of the health facility which serve mothers, infants, and/or children? Yes No
- 1.5 Is there a mechanism for evaluating the effectiveness of the policy? Yes No

STEP 2. Train all health care staff in skills necessary to implement this policy.

- 2.1 Are all staff aware of the advantages of breastfeeding and acquainted with the facility's policy and services to protect, promote, and support breastfeeding? Yes No
- 2.2 Are all staff caring for women and infants oriented to the breastfeeding policy of the hospital on their arrival? Yes No
- 2.3 Is training on breastfeeding and lactation management given to all staff caring for women and infants within six months of their arrival? Yes No
- 2.4 Does the training cover at least eight of the Ten Steps to Successful Breastfeeding? Yes No
- 2.5 Is the training on breastfeeding and lactation management at least 18 hours in total, including a minimum of 3 hours of supervised clinical experience? Yes No
- 2.6 Has the healthcare facility arranged for specialized training in lactation management of specific staff members? Yes No

STEP 3. Inform all pregnant women about the benefits and management of breastfeeding.

- 3.1 Does the hospital include an antenatal care clinic? Or an antenatal inpatient ward? Yes No
- 3.2 If yes, are most pregnant women attending these antenatal services informed about the benefits and management of breastfeeding? Yes No

- 3.3 Do antenatal records indicate whether breastfeeding has been discussed with the pregnant woman? Yes No
- 3.4 Is a mother's antenatal record available at the time of delivery? Yes No
- 3.5 Are pregnant women protected from oral or written promotion of group instruction for artificial feeding? Yes No
- 3.6 Does the healthcare facility take into account a woman's intention to breastfeed when deciding on the use of a sedative, an analgesic, or an anesthetic, (if any) during labour and delivery? Yes No
- 3.7 Are staff familiar with the effects of such medicaments on breastfeeding? Yes No
- 3.8 Does a woman who has never breastfed or who has previously encountered problems with breastfeeding receive special attention and support from the staff of the healthcare facility? Yes No

STEP 4. Help mothers initiate breastfeeding within a half-hour of birth.

- 4.1 Are mothers whose deliveries are normal given their babies to hold, with skin contact, within a half-hour of completion of the second stage of labour and allowed to remain with them for at least the first hour? Yes No
- 4.2 Are the mothers offered help by a staff member to initiate breastfeeding during this first hour? Yes No
- 4.3 Are mothers who have had caesarean deliveries given their babies to hold, with skin contact, within a half hour after they are able to respond to their babies? Yes No
- 4.4 Do the babies born by caesarean stay with their mothers, with skin contact, at this time for at least 30 minutes? Yes No

STEP 5. Show mothers how to breastfeed and how to maintain lactation, even if they should be separated from their infants.

- 5.1 Does nursing staff offer all mothers further assistance with breastfeeding within six hours of delivery? Yes No
- 5.2 Are most breastfeeding mothers able to demonstrate how to correctly position and attach their babies for breastfeeding? Yes No
- 5.3 Are breastfeeding mothers shown how to express their milk or given information on expression and/or advised of where they can get help, should they need it? Yes No

- 5.4 Are staff members or counselors who have specialized training in breastfeeding and lactation management available full-time to advise mothers during their stay in healthcare facilities and in preparation for discharge? Yes No
- 5.5 Does a woman who has never breastfed or who has previously encountered problems with breastfeeding receive special attention and support from the staff of the healthcare facility? Yes No
- 5.6 Are mothers of babies in special care helped to establish and maintain lactation by frequent expression of milk? Yes No

STEP 6. Give newborn infants no food or drink other than breastmilk, unless medically indicated.

- 6.1 Do staff have a clear understanding of what the few acceptable reasons are for prescribing food or drink other than breastmilk for breastfeeding babies? Yes No
- 6.2 Do breastfeeding babies receive no other food or drink (than breastmilk) unless medically indicated? Yes No
- | | | |
|--|-----------------------------|------------------------------|
| | Breastmilk only..... | Yes <input type="checkbox"/> |
| | Some other food/drink | No <input type="checkbox"/> |
- 6.3 Are any breastmilk substitutes including special formulas which are used in the facility purchased in the same way as any other foods or medicines? Yes No
- 6.4 Do health facility and health care workers refuse free or low-cost* supplies of breastmilk substitutes, paying close to retail market price for any? Yes No
- 6.5 Is all promotion of infant foods or drinks other than breastmilk absent from the facility? Yes No

STEP 7. Practice rooming-in—allow mothers and infants to remain together— 24 hours a day.

- 7.1 Do mothers and infants remain together (rooming-in or bedding-in) 24 hours a day, except for periods of up to an hour for hospital procedures or if separation is medically indicated? Yes No
- 7.2 Does rooming-in start within an hour of a normal birth? Yes No
- 7.3 Does rooming-in start within an hour when a caesarean mother can respond to her baby? Yes No

*Low-cost: below 80% open-market retail cost. Breastmilk substitutes intended for experimental use of "professional evaluation" should also be purchased at 80% or more of retail prices.

STEP 8. Encourage breastfeeding on demand.

- 8.1 By placing no restrictions on the frequency or length of breastfeeds, do staff show they are aware of the importance of breastfeeding on demand? Yes No
- 8.2 Are mothers advised to breastfeed their babies whenever their babies are hungry and as often as their babies want to breastfeed?..... Yes No

STEP 9. Give no artificial teats or pacifiers (also called dummies or soothers to breastfeeding infants.

- 9.1 Are babies who have started to breastfeed cared for without any bottlefeeds?..... Yes No
- 9.2 Are babies who have started to breastfeed cared for without using pacifiers?..... Yes No
- 9.3 Do breastfeeding mothers learn that they should not give any bottles or pacifiers to their babies?..... Yes No
- 9.4 By accepting no free or low-cost feeding bottles, teats, or pacifiers, do the facility and the health workers demonstrate that these should be avoided?..... Yes No

STEP 10. Foster the establishment of breastfeeding support and refer mothers to them on discharge from the hospital or clinic.

- 10.1 Does the hospital give education to key family members so that they can support the breastfeeding mother at home?..... Yes No
- 10.2 Are breastfeeding mothers referred to breastfeeding support groups, if any are available?..... Yes No
- 10.3 Does the hospital have a system of follow-up support for breastfeeding mothers after they are discharged, such as early postnatal or lactation clinic check-ups, home visits, telephone calls?..... Yes No
- 10.4 Does the facility encourage and facilitate the formation of mother-to-mother or healthcare worker-to-mother support groups?..... Yes No
- 10.5 Does the facility allow breastfeeding counseling by trained mother-support group counselors in its maternity services?..... Yes No