

**Maternity Hand Held Records (MHHR) – Standard Operating Procedure for the  
Secure Management in the community setting**

SOP-MAT/4249/23

**Background:**

Women under maternity care carry their own records (MHHR). It contains medical and social health information about a woman and her family. On discharge from community midwifery care the Community Midwife will retrieve the MHHR from the woman (as they remain the property of the Trust) and return them to the relevant community team base for collation, storage and retention.

Community Midwives cover a large geographical area which may be far away from their base. It is not uncommon for a Community Midwife to finish her working day closer to home than base: therefore, it is sometimes impractical for all MHHRs to be returned to base on the same day they are retrieved from the women. The purpose of this SOP is to ensure the safe storage of MHHR until they can be returned to the team base for processing.

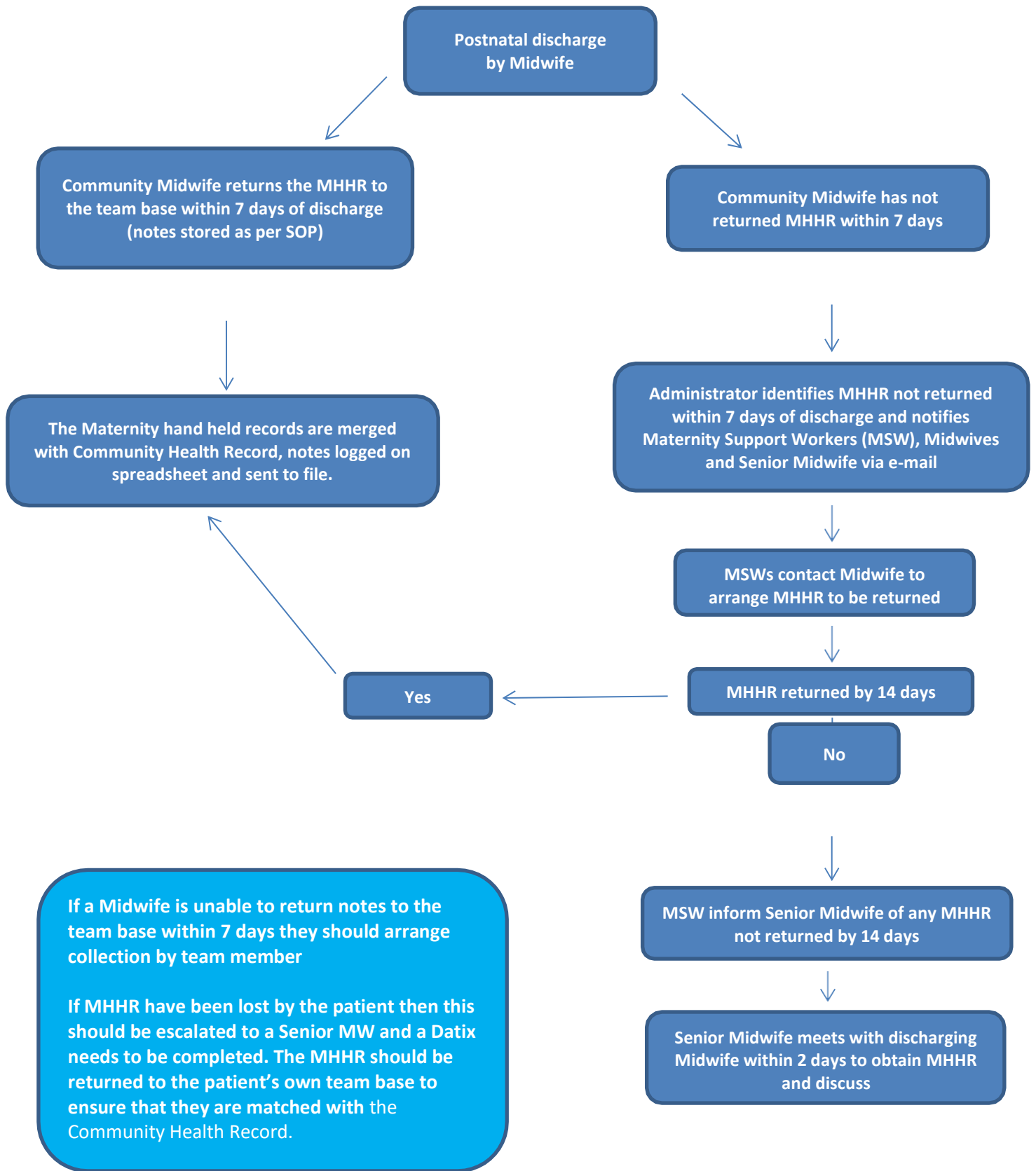
**Aim:**

This document outlines the standard operating procedure (SOP) for maternity staff employed by University Hospitals of Derby and Burton NHS Foundation Trust, to securely manage the MHHR of women in our care in the community.

This SOP should be read in conjunction with Trust Policy and Procedures for Information Governance.

1. On discharge from the community midwifery service the MHHR should be stored in a locked, secure, transport bag marked "private and confidential" in the boot of the Community Midwives car and returned to team base that day.
2. If the Midwife is unable to return to base that day, the bag containing the MHHR should be stored in the boot of the locked car (during working hours) and transferred to a secure location in the house of the Midwife overnight and then returned to team base as soon as possible.
3. It is the responsibility of the Community Midwife to return these MHHRs to the team base as quickly as possible. If this is not practicable i.e., annual leave/days off then that should be factored into the working day of the Midwife and time allocated for travel back to base and/or not taking visits that may require a discharge from midwifery care.

## Management of Returning MHHR following Discharge



**Documentation control**

<b>Reference Number:</b> Operational/12:23/O2	<b>Version: RDH 5</b>		<b>Status: FINAL</b>	
Version Amendment	Version	Date	Author	
	1	2004 Record Keeping 2006 MHHR	Anne Meadows Debbie Brookes	
	2	January 2010	Jeanette Steward	
	3	January 2013	Jeanette Steward	
	4	April 2019	Karen McIlwrath - Matron - Community Midwifery	
	5	November 2023	Karen McIlwrath - Matron - Community Midwifery	
<b>Intended Recipients:</b> All staff with responsibility for caring for women in the Antenatal period				
<b>Training and Dissemination:</b> Cascaded through lead midwives/doctors / Published on Intranet NHS mail circulation / Article in BU newsletter				
<b>To be read in conjunction with:</b>				
Consultation with:	Maternity Staff			
Business Unit Sign off:	24/11/2023: Maternity Guidelines Group: Miss A Joshi – Chair 04/12/2023: Maternity Governance Group - Mr R Deveraj			
Notification Overview sent to TIER 3 Divisional Quality Governance Operations & Performance: 19 /12/2023				
Implementation date:	21/12/2023			
Review Date:	December 2026			
Key Contact:	Joanna Harrison-Engwell			