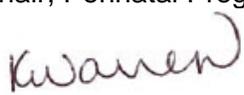


CATEGORY:	Program Specific	REVISION DATE:	February 2019
ISSUED BY:	NEO Kids & Family Program		
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TITLE:	ADOPTION		

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Approval: Kim Warren Chair, Perinatal Program Council 	Date: March 21, 2019

PURPOSE

To provide a standard approach to adoption to ensure that the parent(s) and infant(s) receive safe, quality care during the adoption process.

POLICY STATEMENT

The adoption of an infant from the Birthing Centre or NICU will respect the confidentiality of the birth mother and infant, and follow legal requirements at discharge as set out in the *Child, Youth and Family Services Act*.

PROCEDURE

Special Instructions

- The identity of the birth parent(s) and infant will remain confidential unless directed by the disposition of a particular adoption procedure.
- The birth mother may request to be transferred out of the Birthing Centre to respect her wishes of confidentiality and no contact with the infant. The infant will then be transferred to the NICU or Pediatrics as a boarder baby.
- If the birth mother requests to have contact with the infant, she will remain in the Birthing Centre.
- The adoptive parent(s) may visit/care for the infant as directed by the birth mother or Licensee.
- Family/significant others may visit the infant with the birth mother or Licensee's permission.

Method

1. A referral to the social worker will be initiated upon admission to the Birthing Centre to begin the adoption process.
2. A referral to Spiritual & Religious Care will be initiated if deemed necessary.
3. In a closed adoption, all identifying information must be removed from the crib and infant. Replace the crib card and identification bands with ones that have only generic data (i.e. date of birth and SH #).
4. If the adoptive parents are to visit and care for the infant, the Licensee will provide HSN with documentation identifying the adoptive parents. Nursing staff will photocopy this identification and place the documentation on the chart.
5. If referrals to community agencies are required for the infant, the social worker will assist nursing staff to identify the required demographic information to ensure the confidentiality of the birth mother.
6. The social worker will make a referral to Healthy Babies, Healthy Children with the consent of the adoptive parents.

Health Card Application

Staff will complete the Ontario Health Coverage Infant Registration form as follows:

1. Write the birth mother's last name, newborn's sex, DOB and first name (if known).
2. Leave the address field blank.
3. Write "Adoption" at the **top** of the form.
4. Leave the tear-off strip attached to the form.
5. **Do not** give the health card number or the form to the Licensee.
6. Submit the entire form with your weekly batches at a full suite ServiceOntario centre.

Infant Hearing Screening

The nutrition technician will complete the Infant Hearing Program/Newborn Screening Ontario form.

1. Use the birth mother's last name and infant's first name if available.
2. The mailing address is c/o the Licensee's address. The current home address is left blank.
3. If the baby passes the hearing screening, provide a copy of the form to the Licensee.
4. If the baby fails the hearing screening, the Infant Hearing Screening program will contact the Licensee to arrange follow up.

Newborn Screening Test

Nursing staff will complete the Newborn Screening Test form.

1. Use the birth mother's last name and infant's first name if available.
2. The mailing address is c/o the Licensee's address.
3. Check off "Adoption".
4. The Licensee will provide the name, address and phone number for the Submitting Health Care Provider.

Discharge of the Infant

1. The Licensee may assign a designate to act on his/her behalf. To do so, the Licensee must write a letter of authorization identifying the designate. The designate must provide:
 - A. The letter of authorization
 - B. Photo identification
 - C. A copy of the Licensee's valid adoption licenseThe original letter and photocopies of the delegate's identification and Licensee's adoption license must be placed on the infant's chart.
2. The Licensee will request and may receive the necessary information to complete the Medical History of Child form. The Licensee will forward the form to the Ministry of Community and Social Services as part of the adoption process.

EDUCATION AND TRAINING

Definitions

1. Boarder Baby: An infant who is a) undergoing treatment and must remain in hospital b) pending adoption or c) awaiting foster placement and whose mother is not caring for him/her.
2. Closed Adoption: An adoption process where there is no interaction of any kind between the birth mother and prospective adoptive family. No identifying information is provided to the birth family or adoptive family.
3. Licensee: Includes a private adoption agency, lawyer or Child Protection Services worker, licensed to place babies for adoption. They must be able to produce identification.
4. Open Adoption: A form of adoption in which the birth parent(s) and adoptive families have access to varying degrees of each other's personal information and have an option of contact.

References and Related Documents

Adoption process. Ministry of Children, Community and Social Services (2017, Oct 11)
Child, Youth and Family Services Act. (2017) Part VIII