

Cuddle Cot Instructions

DISCLAIMER: This document is to be used as a guideline for health care organizations in Ontario who plan to use a “Cuddle Cot” as part of their bereavement care provided to families who have experienced the death of their baby. This document is not meant to replace the policies and procedures that have been set out by the individual organization. PAIL Network does not assume any responsibility or liability for those organizations who may choose to use some or all of this document and the information contained herein.

This cooling system is used to cool a baby who has died. This allows a baby to remain with their family and also provides families with the option of spending extended time with their baby on the unit.



The cooling system and its supplies are **INSERT LOCATION HERE**.

Before using this system:


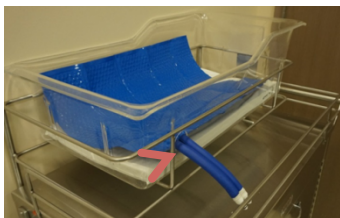

- **Ensure you have completed the education and training prior to using the equipment or consult with a team member who is knowledgeable about its use.**
- **Please refer to chemical safety precautions below before handling the biocide fluid.**
- **DO NOT handle Biocide fluid until you have understood the chemical safety precautions.**

Equipment Needed:

- Cooling unit, drain key & blue hose
- Plastic cooling pad (Small or large)
- Silver insulation foil (Small or large)
- Bottle of biocide
- Waste Container (located in the soiled utility room)
- Distilled water
- PPE- Gown, gloves, face protection
- Disposable cups
- Paper towels

Set up & Use:

Comments / Rationale / Pictures

1. Place the silver insulation on the mattress. Fold insulation in half and face silver side upwards.	
2. Place the cooling pad on top of the silver insulation on the mattress. Cover the mattress with a thin sheet (pillow case), allowing for minimal layers between the baby and the pad.	
3. Place the hose through the hole cut on the side of the bassinette.	
4. Push the movable bassinette over to open the counter space on the top of the cart.	
5. Place the unit on the counter space just opened.	
6. Plug the unit into electrical socket.	

7. Plug the long blue hose into the cooling unit and then plug the cooling pad into the blue hose. You should hear loud clicks with the connections.



8. Open the water filler cap.



9. After donning gloves, place two drops of biocide into the unit.








The biocide helps to prevent any organic build-up within the unit.

10. Fill the cooling unit with **distilled** water until the water level reaches the line near the top of the viewing window.



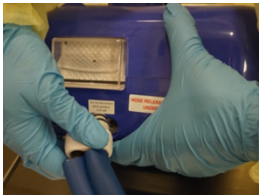
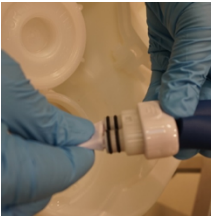


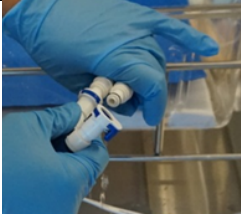



It is very important to use only **distilled**


	<p>water (this is different than sterile water). There is a supply of distilled water available in the bottom of the bassinette.</p>
<p>11. Date the distilled bottle of water upon opening.</p>	 <p>INSERT INSTRUCTIONS HERE REGARDING HOW TO MANAGE THE OPENED BOTTLES OF DISTILLED WATER.</p>
<p>12. Turn the cooling unit on by pressing the on/off button.</p>	
<p>13. Once the unit is running, the hose and cooling pad will start to fill with water and the level in the water level window will begin to drop.</p>	 <p>If the water level does not drop then check that there are no kinks in the hose or pad that will prevent fluid from circulating.</p> <p>If there are no kinks visible then remove the water filler cap while the unit is still</p>

	running. This will allow any trapped air to escape.
14. As the water level in the viewing window drops, continue to fill the unit with distilled water until the tank remains over half full.	Keep the unit topped up to the line on the water level line during operation. An alarm will sound and a blue droplet will appear on the display if the water level drops too low. This alarm will stop as soon as more distilled water is added to the system.
15. Select the temperature display by pressing the °C/°F button on the unit and select °C. 16. Using the arrows, set the required temperature to the lowest setting on the control unit (8°C) and press "Enter". 17. The unit will start cooling immediately	 <p>The display will show the temperature of the water in the cooling unit.</p>
18. When the pad starts to feel cool, the unit is ready for use and you may place the baby on the pad.	<p>Within approximately 20 minutes the display on the unit will reach 9-13°C. These are normal operating temperatures.</p> 
19. Always ensure at least 15 cm space around the cooling unit during use to allow ventilation.	<p>Cover baby with blankets as this will act as insulation. For longer term use, the baby can be fully covered with blankets (including the head).</p>
20. Continuous cooling is recommended	To ensure continuous cooling, the timer must be off. Press the Timer button until "0" is displayed.

Packing up & Cleaning Instructions

<ol style="list-style-type: none"> 1. When you are finished using the Cuddle Cot, turn the unit off by pressing the power button. 	<p>Do not unplug the unit until the fan stops.</p>
<ol style="list-style-type: none"> 2. Wheel the bassinette to the soiled utility room and inform charge nurse that bassinette requires cleaning. <p><u>INSERT INFORMATION ABOUT WHO IS RESPONSIBLE FOR CLEANING:</u></p> <ol style="list-style-type: none"> 3. Don gown, gloves, and integrated mask shield. 	<p>Cleaning should be done in the soiled utility room in the event of any spillage while cleaning.</p> <p>Paper towels should be on hand to absorb any splashes.</p> 
<ol style="list-style-type: none"> 4. Remove cap from waste container. 	
<ol style="list-style-type: none"> 5. Disconnect the hose from the unit by pressing the plastic button on the underside of the control unit and gently pulling on the white connector. 	
<ol style="list-style-type: none"> 6. Drain the water from the hose & cooling pad into the specified container from environmental services by inserting the drain key into the hose. 	 <p>The drain key is to be kept on the metal shelf on the door of the bassinette when not in use.</p>

<p>7. After the water is drained, disconnect the hose from the cooling pad by pressing the release clips on the hose.</p>	
<p>8. Drain the water from the unit into the specified container from environmental services by lifting the unit and pouring the contents from the top of the unit where the water was added.</p> <p>ENSURE THESE INSTRUCTIONS ARE APPLICABLE FOR YOUR ORGANIZATION.</p>	
<p style="text-align: center;"><u>Disposal of fluid:</u></p> <p>9. Drain waste fluid into the supplied chemical waste container labeled “Waste Purachem FRB-21”.</p>	
<p>10. Keep the container in the dirty utility room. When full request Environmental Services to remove.</p> <p>NB* Should any waste, liquid or chemical splash your skin, complete an incident report.</p>	
<p>11. Clean and dry the unit, then store in the bottom of designated bassinette. Notify environmental services to clean the remainder of the equipment.</p>	
<p style="text-align: center;"><u>Environmental Services:</u></p> <p>ENSURE THESE INSTRUCTIONS ARE APPLICABLE FOR YOUR ORGANIZATION</p> <p>12. Clean the cooling pad, inserts and hose, silver insulation pads with accelerated hydrogen peroxide</p>	

wipes.	
13. Inspection of the products by Environmental Services should report any breaks or tears to the charge nurse and the products must be replaced immediately	
14. Clean and disinfect the cot and mattress.	

General Maintenance

Dust maintenance

- Remove the cover and wipe clean
- Log sheets for monthly inspection including lint and dust should be documented with date and initials of person performing the inspection. Please include comments for any action taken.

Electrical safety check

- Annual inspection by Biomedical Engineering
- Used blue cooling pads should be replaced every 12 months or sooner if damage detected.

MSDS sheet included for chemical component of Biocide

- Follow the MSDS sheet for product handling precautions.

References

Women and Newborn Health Services. Flexmort Cuddle Cot Cooling System: Management. Government of Western Australia, Department of Health.