

**KMC Weight Book**  
**Care of the Weight Book in the KMC Unit, Kalafong Hospital**  
**Instructions to Nursing Staff**

**General comments:**

1. The weight book is an important document. Please take care of it.
2. No pages should be torn out of the book.
3. Please complete it every day and write legible and correctly.

**Instructions of how to complete the Weight Book**

1. Infants need to be weighed each day and the weights need to be documented in the book.
2. The person doing the weighing should sign her/his name at the top of the weight column, above the date.
3. New admissions are entered into the weight book and the following details have to be completed in the appropriate columns:
  - a. Name
  - b. Registration number (Reg No)
  - c. Date of Birth (DOB)
  - d. Birth weight (BW)

**Example:**

Name	Registration Number	Birthweight Date of Birth	<i>M Lopa</i> 1/2/2012	<i>S Dlamini</i> 2/2/2012	<i>T Phaka</i> 3/2/2012	<i>S Dlamini</i> 3/2/2012
<b>B/T Johanna</b>		<b>continued</b>	<b>1,945</b>	<b>1,970</b>	<b>1,995</b>	<b>Disch</b>
<b>Motaung</b>						
<b>B/T Lydia</b>	<b>2389579</b>	<b>1,2kg</b>	<b>1,360</b>	<b>1,360</b>	<b>T/F</b> <b>W 27</b>	
<b>Kekana</b>		<b>2/1/2012</b>				
<b>B/T Annah</b>	<b>239977</b>	<b>1,655</b>			<b>1,660</b>	<b>1,685</b>
<b>Hlongwane</b>		<b>22/1/2012</b>				

4. If a patient has been in the ward for a long time and the name needs to be rewritten on a following page it is acceptable if the name only is written with the word "continued" next to it. It is not necessary then to rewrite all the other details like date of birth, and birth weight
5. If a patient has been discharged it is helpful if the word "Disch" or "D/C" is written after the last entry.
6. If a patient has been transferred out of the ward it is helpful if the following "T/F to W 27" or "T/F to Witbank" is written after the last entry
7. If a patient dies in the ward it is helpful if "died" is written after the last entry.