BABY SLEEP HANDOFF BOARD

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Note the time and observation, not a guess about the cause.

STEP 2 Mark who should receive the update and whether it was shared.

STEP 3 Keep a copy of the real routine elsewhere and escalate concerns appropriately.

STEP 4 Which fact or document still needs checking?

BABY SLEEP HANDOFF BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

SLEEP OR OBSERVATION TIME	WHAT HAPPENED (OBSERVED)	PERSON TAKING OVER	HANDOFF STATE	ROUTINE OR FOLLOW-UP QUESTION

Outstanding question or record to confirm

BABY SLEEP HANDOFF BOARD

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Note the time and observation, not a guess about the cause.

Concrete next action	Owner / due

ACTION 2 Mark who should receive the update and whether it was shared.

Concrete next action	Owner / due

ACTION 3 Keep a copy of the real routine elsewhere and escalate concerns appropriately.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Do not use an observation sheet as medical advice or a substitute for safe-sleep guidance from an appropriate professional.

- [ ] Source checked
- [ ] Next action assigned