Wellcome Care Homes	June 25	P 1-3
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PROCEDURE IN THE EVENT OF DEATH Annedd Care

POLICY

It is the home's policy to make sure that correct procedures are followed in the event of a death, either expected or sudden, and to ensure that support is available for bereaved relatives and friends. Staff will follow the wishes of the resident with regard to the handling of living wills should one have been made.

PROCEDURE

1. The Person in Charge should contact the Client's own GP to arrange to certify the death.

2. If the death was expected or the GP has seen the client in the last 14 days and if the doctor can certify the cause of death he or she will issue the person in charge with:
   (a) A *medical certificate* that shows the cause of death (this will be in a sealed envelope addressed to the registrar.)
   (b) A *formal notice* that states that the doctor has signed the medical certificate and tells you how to go about registering the death.

3. **If the death is sudden or the client has not been seen by a GP for 14 days or more, the client's GP will inform the coroner's office and the police may wish to visit before the deceased resident is removed to the funeral home. This is standard procedure for an unexpected death. In this instance staff are NOT to move the body.**

4. The relatives of the deceased client should be contacted immediately, bearing in mind their wishes as to whether they wanted to be contacted immediately the client died, if this was during the night.

5. It is necessary to find out whether the client wanted a burial or cremation. The client's wishes should have been discussed with the client and duly recorded for this time. If a cremation is required, two separate doctors must sign the cremation form.

6. The client's minister of religion should be contacted if the home is unsure of whether there are any particular procedures or rituals which should be carried out or observed after death, according to the deceased client's religion.

7. All personal belongings should be collected and given to the relatives.

8. The relatives of the deceased may need comforting and helping with the arrangements surrounding the death.

9. It should be stressed that for a client who has no relatives the home should contact the local authority to find out procedure in this situation.

10. Arrangements should be made for staff and other client's to attend the funeral if they wish, or at least one representative from the home, and a condolence card should be sent to the relatives.

11. Administrative staff should prepare a final statement of account.

12. All the client's care notes and records should be retained along with any other relevant documentation for a minimum of 5 years in secure storage.

13. All medication must be retained in the home for 14 days.

14. The Admission/Discharge Register must be completed. Notification of death (Regulation 38) to be sent to CSSIW via post / email, by the Manager, or other designated deputy in her absence, within 24hrs. The Funding Authority should also be notified, by the Manager, using the appropriate form.

15. The death must be registered with the office of the Registrar of Births and Deaths by the person's nominated next of kin. The registered manager will be able to give advice on this procedure.

LAST OFFICES
The following guidelines should be followed:

1. The care plan should be checked to see if any specific religious practices are required following death
2. Dentures should be inserted, hair combed and the eyes closed
3. Catheters may be removed unless reference has been made to a coroner
4. Open wounds should be covered with a waterproof dressing
5. Limbs should be straightened out.

6. possible, obtain instructions from next of kin as to whether jewellery should be removed and given to relatives, otherwise leave jewellery on the deceased and document in the persons notes.

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7. The body should be washed and dressed in accordance to prior written instruction from the deceased if available or relative's preference. Cover body with a clean sheet leaving head uncovered. Fresh flowers may be placed on the chest. The bedroom should be tidied and the window opened slightly.
8. Relatives, other residents and staff may then wish to pay their last respects
9. The body will then await collection by the Funeral Director – whose details should be documented in the deceased's Care notes.