

Coroner's Case

Nursing Staff

Arrange for Clinical Record to be photocopied (see additional notes)

Medical Staff

Contact Coroner: Ph 0800 266800

Contact Auckland Police Northern Communications: Ph 5712800 (see additional notes)

- Verification of Death Form (Cor31)
- Coroner's Autopsy Request Form (only if PM required)
- Record of Death Form (email to Coroner: [follow this link](#))

Contact child's GP and Primary Team Complete Discharge Summary

Nursing/Medical Staff

- Death Notice
 - Starship Mortality Notification Form
 - Bereavement Service Form
- Notify LMC

Yes Family wish to accompany body No

Contact Coroners Office
(NIO) 0800266800.

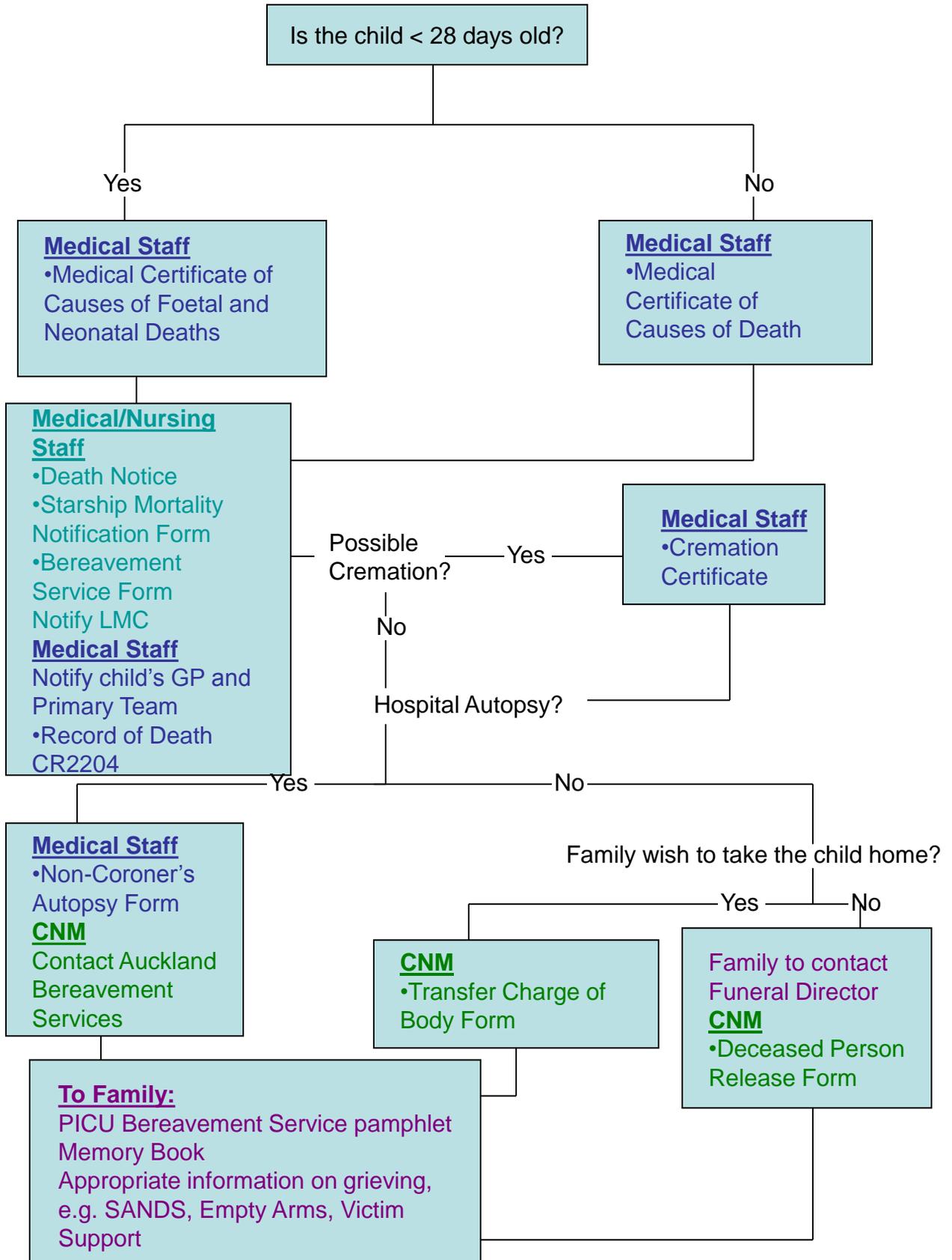
To Family
Mortuary pamphlet

To Family:

- PICU Bereavement Service pamphlet
- Memory Book
- Coroner's Booklet
- Appropriate information on grieving, e.g. SANDS, Empty Arms, Victim Support

Original Clinical Record to go with police
Photocopy to stay in PICU

Non-Coroner's Case



What Goes Where?

Coroner's Case

Email or fax to Coroner (see instructions):

Coroners Autopsy Request Form (CR0020)
Record of Death (CR2204)

With the Body/Police:

Verification of Death Form (Cor31)
Coroner's Autopsy Request Form (CR0020)
Record of Death Form (CR2204)
Blue copy of Death Notice (CR2669)

With the Clinical Record:

Yellow copy of Death Notice (CR2669)

To Quality Co-ordinator, Level 7, SCH:

Starship Mortality Notification Form (CR2936)

In the Blue PICU Bereavement Folder:

Bereavement Service Form (CR2403)
NB: Fax to 22698 first.

What Goes Where

Non-Coroner's Case

With the Body (either Funeral Director or family member):

White copy of Medical Certificate of Causes of Death/Foetal and Neonatal Death (HP4720 or HP4721)

Copy of Deceased Person Release Form (CC2109) or copy of Transfer Charge of Body Form (BDM39) as appropriate
Cremation Certificate(CR5741)

With the Clinical Record:

Yellow copy of Death Notice (CR2669)

Yellow Copy of Medical Certificate of Causes of Death (HP4720/HP4721)
Record of Death (CR2204)

With CNM:

Transfer Charge of Body form (BDM39)

Blue copy of Death notice signed by Funeral Director (CR2669)

Within Starship Children's Health:

Fax Bereavement Service Form (CR2403) to 22968, then leave in Blue PICU Bereavement folder

Send Mortality Notification Form to Quality Co-ordinator, Level 7, SCH

- **Notes to stay in PICU until ALL discharge documentation is complete, then to Clinical Records for scanning.**

Coroners Cases

Contacting the Coroner:

Doctor to ring the Coroner (NIIO), Ph 0800 266800 ALL HOURS

Email or fax Record of Death form and Coroners Autopsy Request form as per instructions to NIIO@justice.govt.nz.

Once the case is accepted by the coroner, we must IMMEDIATELY contact the police at Auckland Police Northern Communications: Ph 5712800

Advise that you are reporting a death at Auckland Hospital and need a 1S job entered for Police to attend.

They will request the following information:

1. Name, age and date of birth of child
2. Name of consultant
3. Brief description of circumstances surrounding the death, including location
 - Prior to the police arriving, we or the family must NOT wash the child.
 - All lines still in the patient at time of death can be removed UNLESS it is thought that they contributed to the death. This is at the discretion of the consultant on duty. All lines removed must be documented in the Clinical Notes and sent with the child to the mortuary.
 - The police will arrive within 20-60 minutes. They will then take a statement from the family and get identification of the body.
 - If the family wants to spend more time with the child, or bath the child, the police will contact the coroner to check if this is acceptable. We HAVE to adhere to the coroners instructions. If the coroner gives permission for this, either the police, or a security person chosen by the police, will stay with the child as a representative of the coroner.
 - Once the family is ready to leave, **Davis Funeral Directors** MUST be contacted by the police to transfer the body to the mortuary, even if the baby is only small.
 - The family will not be able to carry the child or go in the police car to the mortuary (at the police's discretion).
 - If the family wish to stay in the Mortuary Whanau Rooms, advise NIIO (0800 266800) and they will organise this at the discretion of the Coroner.

If there are any problems with contacting the Coroner, contact:

Merelyn Redstone Ph 579 5879 or email: Merelyn.Redstone@justice.govt.nz

The child's Clinical Record is photocopied and the ORIGINAL goes with the police to the mortuary. The photocopy stays in PICU.

FAQs

- Deceased children who are being transported home by family are NOT legally required to be restrained in a car seat. HOWEVER, we should recommend that they are, because in the event of an accident they could be a danger to other passengers. ALWAYS escort families out of the hospital to their car.
- If a child is to be taken to an overseas destination, a Deceased Person Infectious Status Form must be completed by Medical staff.
- If a child is being flown home within NZ, or to Wellington for a non-coroners autopsy, make family aware that they will not be able to take the child on the plane with them. The child will be transported as cargo, and be in the cargo hold. A Funeral Director must be involved.
- If family need to fly home, call Social Worker to assist with travel arrangements. If it is after hours and there is no Social Worker available, contact CNM, who needs to fill out an SO12 with **correct** RC code. Travel will be organised through Orbit travel. PICU will be reimbursed.
- If a child needs to go to the mortuary, but is a non-coroner's case, contact CNM and they will arrange this. If the family want to stay at the mortuary, CNM needs to arrange this.
- Deceased children being transported through a public area should be completely covered. However, they do not need to be zipped into a body bag if parents find this distressing.
- If you require **Kai Atawhai** for emergency situations, such as families needing support in the whanau room after hours at the mortuary, you can call 29200. This will be diverted to a mobile phone. It may not be answered straight away, but leave a message and they should respond. If there is no response, please email Ann Doran and let her know.