

Reference Number: UHB 264 Version Number: 3	Date of Next Review: 13/09/2019 Previous Trust/LHB Reference Number: N/A
GUIDANCE FOR TRANSFERRING A DECEASED BABY OR CHILD	
<p>Introduction and Aim</p> <p>There is no legal reason why relatives/carers should not take their baby or child home following their death and make their own funeral arrangements (Schott et al 2007). However, there are certain circumstances which might delay this process, for example, if the baby or child's death requires Coronial referral.</p> <p>In law no documentation is required, however, for the protection of the relatives/carers and to avoid misunderstanding, the Health Board requires that the following paperwork is completed;</p> <ul style="list-style-type: none"> ▪ The relatives/carers form as in Appendix 1. A copy should be taken and retained in the Health Records. ▪ The police letter for the relatives/carers as in Appendix 2. A copy should be taken and the original given to the relatives/carers. ▪ The checklist for staff as in Appendix 3. A copy should be taken and retained in the Health Records. 	
<p>Objectives</p> <ul style="list-style-type: none"> ▪ To ensure the relatives/carers are treated holistically and given choices should they wish to take their baby or child home following their death. ▪ To support the relatives/ carers whilst ensuring legal requirements are adhered to, for example, following Coronial involvement and the Human Tissue Authority Codes of Conduct. ▪ To ensure staff are aware of the process, therefore maintaining a robust audit trail. ▪ To ensure all care givers (this could include for example, mothers, fathers, grandparents or carers) are treated with the same dignity and respect whether they are in a same sex or heterosexual relationship. ▪ To ensure the deceased baby or child is treated with dignity, respect, care and compassion at all times. ▪ To ensure staff adhere to the procedure facilitating a standardised approach. ▪ To ensure staff are competent and confident in the care they provide. ▪ To ensure staff have a good knowledge base and an understanding of the process and rationale involved. ▪ To ensure prior preparation and planning where able. ▪ To ensure all have access to clear communication to address all barriers to this by the provision of interpreter/ signer/disability aids. 	
<p>Scope</p> <p>This procedure applies to all of our staff in all locations including those with honorary contracts.</p>	

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Equality and Health Impact Assessment	An equality impact assessment has been undertaken for this guidance. The assessment found no evidence of an adverse impact on the groups of people that fall into the equality strands. The evidence identified suggests that the effect of the policy on the equality strands was either “positive impact” or “no impact”. However it was noted that there needed to be particular consideration given to issues of disability, race and religion in the way that staff communicate with relatives and carers.
Documents to read alongside this Procedure	ACEP Advance and Emergency Care Pathway Policy for Children with Life Threatening or Life Limiting Illness. Management of Fetal Remains, Stillbirth and Neonatal Death Policy.
Approved by	Bereavement Strategy Group

Accountable Executive or Clinical Board Director	Executive Nurse Director
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<p><u>Disclaimer</u> If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate.</p>	

Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	13/03/15	09/07/15	New guidance
2	4/10/16	11/10/2016	Amendment to Appendix 1. Approved by Bereavement Strategy Group
3	12/07/17	18/07/2017	4.0 Contacting the Police – Updated Appendix 2 and 4 updated. New Appendix 5 added

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1.0 Overview of the Guidance

Following the death of a baby or child the relatives/carers may wish to take their baby or child home directly from the ward or the unit. If this is their decision, there are questions that require consideration;

- Does the death need to be reported to HM Coroner?
- Is there any risk of infection to relatives / carers?
- Has a hospital post-mortem examination been considered?
- Has a medical certificate of cause of death been issued?
- Has their death been registered by a Registrar of Births, Deaths and Marriages?
- Is the baby or child going to be cremated?
- How is the baby or child going to be transported?
- Psychological status of relatives/carers. Is it appropriate to transfer the baby/child into their care?
- Who will drive and travel with the baby or child?
- Will they be able to transfer the baby or child from the vehicle once at home?
- Where will the baby or child be cared for at home?
- What about other children or family members?
- Has provision been made for ice packs/cooler in hot weather?
- Does a religious/ faith leader need to perform any cultural/faith rituals prior to leaving the ward?

2.0 Transferring the Baby or Child Directly from the Ward or Unit

If the relatives/carers are requesting to take the baby or child from the ward or unit, the following should be considered;

- Contact the Senior/Lead Nurse covering the ward/unit to inform them
- Inform the Consultant caring for the baby/child
- Contact the Senior Nurse Bereavement Services if available, Tel: 029 20744949
- Inform the Mortuary Manager, Tel: 029 20744269 or if unavailable the Cellular Pathology Services Manager, Tel: 029 20744277
- Inform the GP (if appropriate)
- Inform the Health Visitor (if appropriate)
- Inform the Community Midwife (if appropriate)
- It is usually necessary to register the death of the baby or child prior to them leaving the hospital. This can be facilitated at room 9 at the Concourse utilised by the Registrars of Births, Deaths and Marriages, University Hospital of Wales. Appointments are made by the Bereavement Office staff, Tel: 029 20742789 if the service allows. If the service is unavailable the alternative is the Register Office at City Hall, Cardiff, Tel: 029 20871684. In some cases the death will need to be discussed with HM Coroner; on the

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Coroner's permission the death registration may be performed at a later date

- If there has been a neonatal death, the baby's death can be registered initially, and their birth registered at a later date to expedite the process, if necessary
- Careful consideration has to be made regarding the age of the child in respect of transfer from the ward. Older children will need a trolley for transfer to and from the car. Consideration must be made to the dignity of the child who will need to be respectfully transported in an appropriate manner for the car journey
- Out of hours inform the Site Manager of intention to transfer baby/child out of hospital
- Contact the Police

3.0 Liaising with the Mortuary Staff

It is imperative that the mortuary staff are notified to inform them that a deceased baby or child will be leaving the ward/unit directly Tel: 029 20744269. A message should be left on the answer phone.

The Child Health Register is situated on the Neonatal Unit and it must be completed, Tel: 029 20742680. The relatives/carers must sign prior to the baby or child leaving the hospital and it requires the following information:

- Name of baby or child
- Address
- Name of parent(s)
- Date of birth
- Date of death
- Ward/unit where death occurred
- The number on the green form following registration of the death
- The time the relatives/carers will be leaving the hospital
- Who escorted the relatives/carers off the premises i.e. the name of the member of staff
- Funeral Directors if known

If the baby or child is leaving the unit or ward directly and not going to the mortuary the member of staff escorting the relatives/carers from the premises will also be required to sign the Child Health Register (named the mortuary register).

4.0 Contacting the Police

The Mortuary Staff, Senior Nurse Bereavement Services or member of staff must contact the Police to generate an occurrence number for the relatives letter (Appendix 2).

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Please contact the police Public Service Centre (PSC) at Police HQ on 101 for a member of staff there to create an occurrence.

The information you will be required to provide is:

- The drivers details
- The make and model of the vehicle
- The colour of the vehicle
- The approximate time departing the hospital
- Where the relatives/carers are travelling from
- Where the relatives/carers are travelling to
- The name of person(s) travelling with the baby or child

The police letter can be completed by hospital staff once the police have issued the occurrence number (See Appendix 2 and flowchart).

5.0 If Cremation of the Baby or Child is Required

If the baby who has shown signs of life or a child is to be cremated, part 4 of the cremation form needs to be completed prior to them leaving the hospital. This is completed by a medical doctor who was involved in caring for the baby or child. The doctor completing part 4 will also be required to discuss the case with the Pathologist. The staff at the Bereavement Office, Tel: 029 20742789 will advise the appropriate Pathologist for the doctor to discuss the case with.

Ideally part 5 should be completed by the Pathologist on for cremation forms, but they will also need to visually examine the baby or child. If it is not possible to complete part 5 prior to the baby or child leaving the hospital, a GP can assist with completing this part of the cremation form. They will need to be contacted and this discussed with them.

The completed cremation form will be kept at the Bereavement Office at the Concourse, University Hospital of Wales, Tel: 029 20742789. Fees are not required for a cremation form for a baby or a child.

6.0 Paperwork Required by the Relatives/Carers

For babies of less than 24 weeks gestation

- They will require 'The Certificate of Medical Practitioner in Respect of Foetal Remains' form
- A letter from the hospital (Appendix 1)
- A letter for the police (Appendix 2)

Further information is available in the 'Management of Fetal Remains, Stillbirth and Neonatal Death Policy.'

<http://www.cardiffandvaleuhb.wales.nhs.uk/sitesplus/documents/1143/>

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20Deat h%20Policyv1.1.pdf](#)

For babies of more than 24 weeks gestation

- The Certificate of Stillbirth form (Form 9)
- The white 'Certificate for Burial or Cremation' (Stillbirth) form as provided by the Registrar of Births, Death and Marriages
- A letter from the hospital (Appendix 1)
- A letter for the police (Appendix 2)

For babies who have shown signs of life and also children

- A cremation form 4/5 (if required)
- The green form Part B 'certificate for Burial or Cremation' form as provided by the Registrar of Births, Death and Marriages
- A letter from the hospital (Appendix 1)
- A letter for the police (Appendix 2)

7.0 Transporting the Baby or child to the Mortuary

When the staff/relatives/carers transfer the baby or child to the Mortuary consideration to the most dignified appropriate way the baby/child is transferred should be made. One member of staff should accompany the porter using the most direct route to the Mortuary. A baby should be transported in the Health Board's baby carrier. If the parents are still present, the baby should be transported wrapped in a sheet, completely covered in the arms of a member of staff in a wheelchair. Children should be transported to the Mortuary in the UHB concealment trolley.

The baby/child should be booked into the Mortuary Register by a staff member listing any property in the Register. The Porter will place the baby/ child in the Mortuary fridge, the staff member should leave the Mortuary accompanied by the Porter.

If the baby/child is going to be taken from the hospital, the relatives / carers should be escorted by a member of staff from the ward to the external entrance of the viewing room at the Mortuary or to the main reception of the Accident and Emergency Department, where they will be collected by a member of the Mortuary staff. Porter staff will sign the baby/child into the Mortuary. The Anatomical Pathology Technician (APT) will sign the baby/child out from the Mortuary if they have not nominated a Funeral Director to do so.

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8.0 transferring the Baby or Child Home or to the Mosque etc

If the relatives/carers intend to transfer their baby or child from the mortuary it is advisable to consider the following:

- Will they be able to drive or will they be too upset?
- Will any relatives/ carers sit with or be holding the baby or child?
- How will the baby/child be transported from the car to the house?

The staff at the mortuary will need to be contacted if the relatives/ carers, Imam etc are going to take the baby or child from the mortuary, Tel: 029 20744269. If it is out of hours, the on call APT can be contacted via switchboard; it is also advisable to inform the Site Manager of the intention to transfer baby/child out of hospital

The baby or child may be transferred from the mortuary by a Funeral Director, Imam, a leader from the faith community, or relatives/carers, providing they have the appropriate paperwork (as discussed in 6). They will also be required to provide appropriate transport and to ensure that the baby or child is transported with dignity and respect.

The mortuary staff will require the original green or white form provided by the Registrars of Births, Deaths and Marriages.

- Staff/Senior Nurse for Bereavement Service need to liaise with mortuary staff prior to attendance to arrange parking of the relatives/carers vehicle
- They are able to park their vehicle in the Mortuary parking space
- Mortuary staff meet with relatives / carers in the relatives waiting area of Mortuary
- The child/baby is signed out of the hospital by completing the Mortuary register.
- In a dignified and respectful manner relatives / carers must transfer their baby/ child out of the Mortuary with the assistance of the staff

It might be advisable that a member of the extended family drives the vehicle so that the relatives / carers can sit with the baby or child, if this is their wish.

9.0 Transferring the Baby or Child to Ty Hafan

Following the death of a baby or child the relatives/carers might wish to take them to Ty Hafan (if their baby or child is known to the staff there). If they decide to take them to Ty Hafan, the following questions require consideration;

- Does the death need to be reported to HM Coroner?

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- Is there any risk of infection to relatives/carers?
- Has a hospital post-mortem examination been considered?
- Has a medical certificate of cause of death been issued?
- Has their death been registered by a Registrar of Births, Deaths and Marriages?
- Is the baby or child to be cremated?
- Will Ty Hafan staff assist in the transfer?

9.1 To Arrange Transfer to Ty Hafan

- Liaise with Ty Hafan on Tel: 029 20532200, the staff may be able to help with the transfer of the baby/child. If they are able to assist, discuss the most appropriate way of transferring the baby or child
- If the relatives/carers are taking the baby or child from the ward /unit follow the guidance as 2.
- If the relatives/carers are taking the baby or child from the mortuary follow the guidance as 8.

10.0 Care of the Baby or Child Once at Home

Sensitive communication will take place to discuss the practicalities for taking a deceased baby or child home. The child or baby should be kept in a well ventilated room with the heating turned off. If the weather is hot it might be advisable to hire a cooler, or ice packs might also be an option, but it is not advisable to keep windows open, particularly during hot weather.

If a Funeral Director has not been contacted prior to leaving the hospital it is advisable that they are contacted once the relative/carers arrive home. Then, if they require specific advice, or if they wish the Funeral Director to take the baby or child into their care, this can be accommodated.

Things for consideration:

- Will the baby or child be cared for in their bedroom?
- Will they be cared for in another room in the house?
- The effect upon other children, family members?
- Will the GP/Midwife offer support?
- Has the relatives/carers chosen funeral directors?
- Bereavement support once at home from for example the Senior Nurse Bereavement Services or the Health Visitor.

11.0 Further Advice

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Further advice can be sought from;

- Natural Death Centre, Tel: 01962 712 690
- National Funeral Directors Association, Tel: 0845 230 1343
- Bereavement Advice Centre, Tel: 0800 634 9494

12.0 Resources

There are no extra resources required for implementation of this guidance.

13.0 Training

Training will be available for staff within the specific areas to reinforce the guidance but it will primarily be used as a reference tool when required. The Senior Nurse for the Bereavement Service will provide ongoing education and reinforcement at unit level as required.

14.0 References

Schott J, Henley A, Kohner N (2007) *Pregnancy Loss and the death of a baby: Guidelines for professionals 3rd ed edition*. London: Bosun Press.

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**GIG
CYMRU
NHS
WALES**

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

**Ysbyty Athrofaol Cymru
University Hospital of Wales**

Form for parents who take their baby/ fetal remains home

Appendix 1

TO WHOM IT MAY CONCERN

This is to confirm that (name(s) of parent(s))

of(address) _____

Have taken their baby's body from (name and address of hospital)

Date _____

I / We, the parent(s), hereby take full responsibility for our baby whilst they are in our care.

We will (tick as appropriate):

return our baby to the hospital on (date) _____

make our own funeral arrangements.

Parent(s) Name(s) (please print):

Signature _____ Signature _____

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Name of staff member (please print) _____

Position (please print) _____

In case of need or concern please contact:

Staff member's name _____ Job Title _____

Department direct line _____ Signature _____

24-hour phone contact for support _____

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Appendix 2



**Ysbyty Athrofaol Cymru
University Hospital of Wales**

Heath Park,
Cardiff, CF14 4XW
Phone 029 2074 7747
Fax 029 2074 3838
Minicom 029 2074 3632

Parc Y Mynydd Bychan,
Caerdydd, CF14 4XW
Ffôn 029 2074 7747
Ffacs 029 20743838
Minicom 029 2074 3632

Eich cyf/Your ref
Ein cyf/Our ref
Welsh Health Telephone Network 1872
Direct Line/Llinell uniongychol

Private and Confidential

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.....
.....
.....

Dear Officer,

..... will be travelling from the University Hospital of Wales in Cardiff / Ty Hafan to, at approximately on; they will be travelling with their baby or child who has sadly died.

I have notified South Wales Police and the occurrence number is

Yours faithfully,

.....
.....

Cardiff and Vale University Health Board.

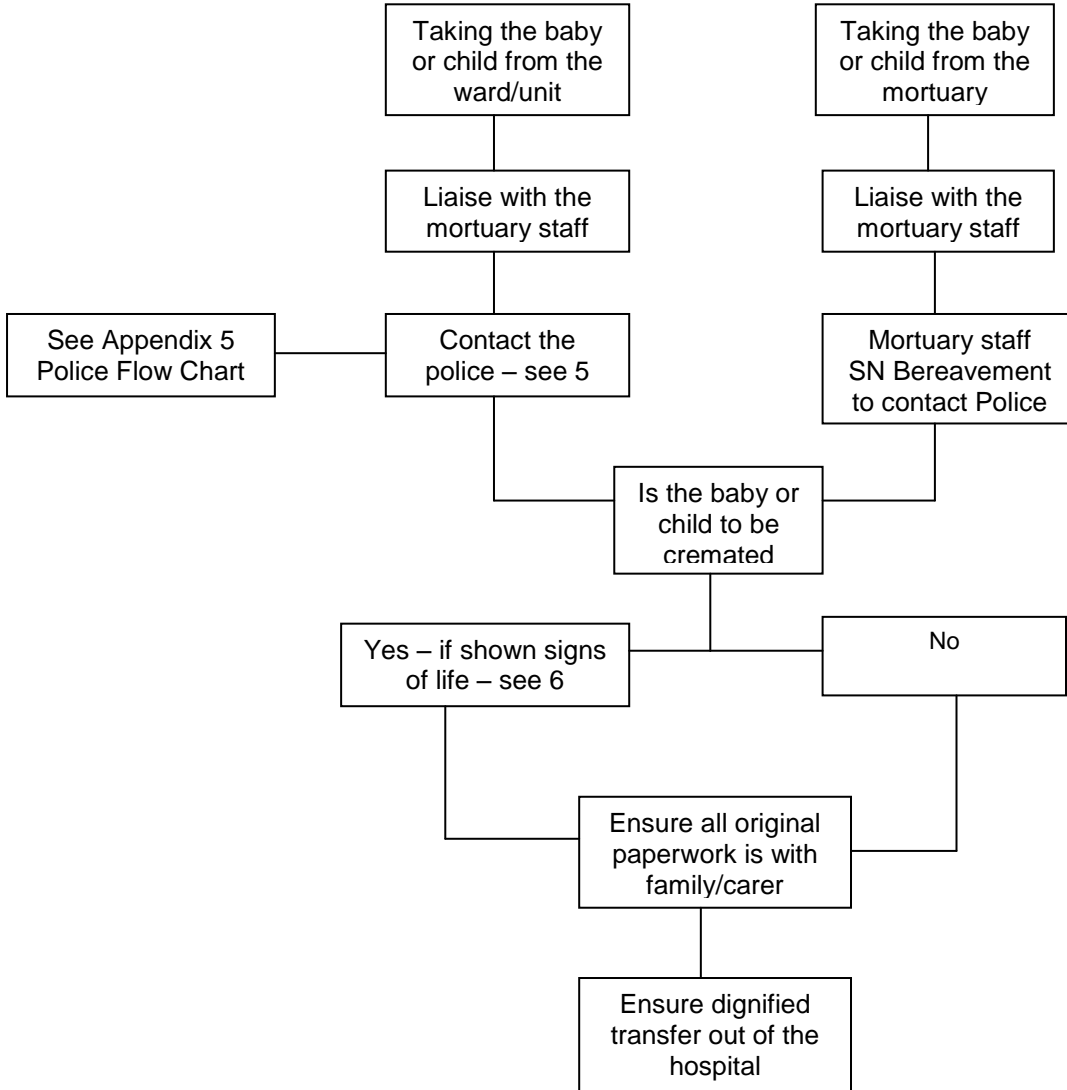
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Appendix 3

Staff Checklist

	D a	Print and Sign Name
Inform the Senior Nurse / Lead Nurse for the ward or unit		
Inform the Consultant		
Inform the Senior Nurse Bereavement Services [029] 20744949		
Inform the Mortuary Manager [029] 20744269 or if unavailable the Cellular Pathology Services Manager [029] 20744277		
Inform the GP (if appropriate)		
Inform the Health Visitor (if appropriate)		
Inform the Community Midwife (if appropriate)		
Inform the Police		
Inform Ty Hafan (if appropriate)		
Inform the Bereavement Midwife		
Inform the police when arrived at destination to close occurrence		

Flowchart



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Appendix 5

Police and Hospital Transportation Protocol - Transporting a deceased child in a privately owned vehicle

