

## **INSTRUCTIONS TO NEXT OF KIN OR EXECUTORS WHEN DONOR DIES**

In the first instance, please telephone Keele University, School of Medicine, **Bequeathal Office - 01782 734690** or **Anatomy Facility 01782 733936 and 01782 734743.**

The Co-ordinator at the office will then contact the doctor in charge of the deceased and together they will make a decision on whether or not the donation is acceptable. You will then be informed within a short time about the decision and what further action you need to take. **(There is no Guarantee that a bequest will be accepted.)**

If you are calling out of office hours to inform us of the bereavement, please contact C McGough & Son, Funeral Director on: **01782 834300.** Their 24 hour service will give you advice and assistance.

### **IF THE DONATION IS ACCEPTED**

- 1 You will be issued with a **Medical Certificate of Cause of Death** by the doctor in attendance at the place of death for you to take to the Registrar.
- 2 You will be advised to register the death with the Registrar and tell him/her of the wishes of the deceased. He/she will issue you with a **Green Form (Certificate of Burial or Cremation)** and a **copy of the Death Certificate** (please ask the Registrar for this). You may also be issued with a local cremation form.
- 3 During this time Keele University will send **A1 Forms** to you. These forms allow you to authorise use of the donor for anatomical examination, and also ask you to make a decision on future cremation arrangements and receipt of ashes.
- 4 In order for the donor's body to be collected by the funeral director and moved to the Anatomy Facility you need to make sure that the **Green Form, copy of the Death Certificate**, (additional local cremation form if available, and **A1 Forms** if you have completed them) are available to accompany the donor.

If the deceased has had to be kept at a Funeral Directors prior to acceptance, the costs will be borne by the estate. The School of Medicine only contributes to costs from the time its own Undertakers take charge of the deceased.

**The School of Medicine will be happy to guide you through all the necessary arrangements and answer any queries you may have.**