



The Leeds  
Teaching Hospitals  
NHS Trust

# What to do after someone has died

Information for relatives



On behalf of Leeds Teaching Hospitals NHS Trust I would like to express our sympathy and sincere condolences to you on your loss. The time immediately following the death of someone close can be deeply distressing, yet important decisions need to be made. Our Chaplaincy Team and Bereavement Services staff, including our Bereavement Support Nurses, can provide you with the help and care you may need.

Following a death there are many arrangements to be made; sometimes these can feel overwhelming and be difficult to process. We have produced this booklet to provide you with practical advice, support and guidance about the steps you may need to take after someone has died. We hope you will find it useful. The Trust's Bereavement Service can help guide you through the processes outlined in this booklet.

The Trust is committed to providing the very best of care to our patients and their relatives. We always welcome any comments about your experiences of our care. This booklet aims to help you understand some of the emotions you may face during bereavement and provides some contact details of organisations which may be able to help you.

Please know that our thoughts are with you.

A handwritten signature in black ink, appearing to read 'Julian Hartley', written in a cursive style.

Julian Hartley  
Chief Executive  
Leeds Teaching Hospitals

# Contents

Bereavement Services team.....	1-2
<b>What do I do next?</b> .....	3
The medical certificate of cause of death.....	3-4
Registering the death.....	5-8
What documents do I need?.....	9-10
Arranging the funeral.....	11-13
Visiting a person who has died.....	14
Restricting visitors.....	15
Wills, probate and inheritance.....	16
Who do I need to tell?.....	17
<b>Reviewing the care of patients who have died in our hospitals</b> .....	18-19
Medical Examiner Service.....	20-21
Coroners.....	22-23
Hospital Post Mortem Examinations.....	24
<b>Help and support</b> .....	25
Chaplaincy and Spiritual Care.....	25
Bereavement Nurse.....	26
Leeds Bereavement Forum.....	27-28
Other Support Organisations.....	29-30
<b>Additional information</b> .....	31
Taking a person's body out of England.....	31
Organ, tissue and body donation.....	32
Digital legacy.....	33
Leeds Hospital Charity.....	34
Questions and Feedback.....	35

## Bereavement Services team

We would like to offer you and your family our deepest sympathies at this difficult time. We appreciate that this can be a very distressing time and we hope that we can provide you with a little help and comfort. With this booklet we aim to provide some practical help and advice during the early days of your bereavement.

Our Bereavement Services team is on hand to support and advise you with practical arrangements. Please do contact us if there is anything you would like to talk through.

The Bereavement Services team work at St James's University Hospital and the Leeds General Infirmary. For deaths at any other Leeds Teaching Hospital, please contact St James's University Hospital.



You can contact the Bereavement Services team using the details below:

St James's University Hospital	<b>0113 206 4162</b>
Leeds General Infirmary	<b>0113 392 3560</b>

Our phone lines are open between 8.30am and 4.30pm Monday to Friday with an answerphone outside these times.

Or alternatively email us anytime  
**[leedsth-tr.BereavementTeam@nhs.net](mailto:leedsth-tr.BereavementTeam@nhs.net)**

Bereavement Services  
St James's University Hospital  
Trust Headquarters  
Ground Floor  
Leeds LS9 7TF

Bereavement Services  
Leeds General Infirmary  
Brotherton Wing  
B Floor  
Leeds LS1 3EX

## What do I do next?

### The medical certificate of cause of death

On the next working day after someone has died, please ring the relevant Bereavement Services team. This will be either St James's University Hospital or the Leeds General Infirmary, depending on where your relative or friend was being cared for when they died.

If we don't answer we may be on a call or helping another family. Please leave us a message and we will call you back. One of our bereavement officers will discuss with you what happens next and answer any questions you may have.

In most cases a hospital doctor who has been treating the person who has died will issue a *Medical Certificate of Cause of Death (MCCD)*. You need this in order to register the death. We ask you not to attend the hospital without having spoken with our team - this is to ensure we have the relevant paperwork ready for you.

We are aware of how important it is to begin making funeral and other arrangements and we will do our best to arrange completion of the MCCD as soon as possible. We aim to complete this within two working days after a death. If for any reason there is a delay we will discuss this with you.

When you call our team we will ask you for some contact details so we can keep you updated. We will also ask if the person who has died will be buried or cremated. This is so we can make sure we have the correct paperwork completed. If you are not sure, please do not worry - we can discuss this later.

We may make an appointment with you over the phone or in person. We will give you the *MCCD*, or it may be sent electronically to the Registrar. If this is the case, we will tell you what is written on it. We will also arrange with you to return any property or valuables we have received from the ward.

We can direct you to other organisations that may be able to help and support you and your family. Please ask your bereavement officer if you have any questions.

Our staff will also advise the GP surgery of the death and cancel any future hospital appointments with Leeds Teaching Hospitals NHS Trust.

You may want to contact your funeral director at this point but please note that they may not be able to confirm arrangements until you have registered the death.

## Registering the death

Once you have had your appointment with the Bereavement Office, you will need to register the death as soon as possible.

All deaths should be registered within 5 days from when the person died (this does not apply if there have been unavoidable delays).

Your Bereavement Officer will explain what will happen next at your appointment. You may receive a telephone call from a Registrar in order to register the death over the phone. Or you may be asked to make an appointment by calling **0113 222 4408**. In this case, you will be asked for the certificate number from the *Medical Certificate of Cause of Death (MCCD)* in order to make an appointment. We will give you this certificate number when we call to tell you that it has been completed.

The main register office for Leeds is located at:  
Merrion House, Merrion Way, Leeds. LS2 8BA

If you are asked to make an appointment in person, you may be able to register a death at one of the following Leeds City Council 'One Stop Centres':  
Armley, Chapeltown, Dewsbury Road, Garforth, Harehills, Middleton, Moor Allerton, Morley, Pudsey, Rothwell, Wetherby and Yeadon.



If a death has been referred to HM Coroner and a post-mortem and/or an inquest has been decided on, HM Coroner's office will advise you about registering the death.

## Who can register a death?

The law allows only certain people to register a death - see the list below. If you do not fall into any of the categories, please contact our team to discuss further:

- A relative of the person who has died
- A person present at the time of death
- A member of staff from the hospital
- The person making arrangements with the funeral director/executor of a will

## What information will I need when registering a death?

The registrar will need to know the following information, you may find it useful to write it in here and take this booklet with you:

The date and place of death.....

The date and place of birth.....

Full name of the deceased (inc maiden).....

Their occupation.....

Their usual address.....

Name, date of birth and occupation of married  
or civil partner.....

Details of any public sector pension.....

If attending in person, you will need to bring some identification for you and for the person whose death you are registering. Acceptable forms of identification include passport, driving licence and birth/marriage/civil partnership certificate. If the appointment is over the phone you may also be asked for your funeral director details, your home address and email address.

## What will I get after I have registered a death?

After registration the registrar will provide the following:

- a copy of the death certificate (£11 per copy) - you may want to consider buying a few copies if you are administering the estate of the person who has died. You can order copies of the death certificate during your phone call with the Registrar or order online [www.leeds.gov.uk/births-deaths-and-marriages](http://www.leeds.gov.uk/births-deaths-and-marriages) You can also call 0113 222 4408 to order copies of the death certificate
- a certificate for burial or cremation (commonly known as a 'green form') - this form is free and should be given to your funeral director. If your appointment is over the phone, the registrar will send this directly to your funeral director
- a BD8 certificate which you will need to send to the Department of Work and Pensions - this form is free

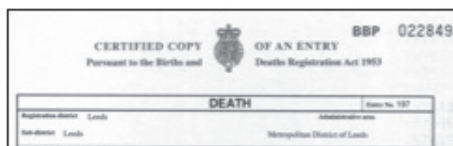
## What documents do I need?



The image shows a 'MEDICAL CERTIFICATE OF CAUSE OF DEATH' form. At the top, it references the 'DEATH AND BEREAVEMENT ADMINISTRATION ACT 1963'. The form includes fields for 'Name of deceased', 'Sex', 'Age', 'Place of birth', and 'Usual place of residence'. It also has checkboxes for 'Was the deceased ever a resident of this country?' and 'Was the deceased ever a resident of another country?'. The central section is titled 'CAUSE OF DEATH' and contains a large box for the doctor to write the cause of death. To the right of this box are several smaller boxes for 'Manner of death', 'Place of death', and 'Date of death'. At the bottom, there are fields for 'Signature of doctor', 'Date', and 'Place'.

### Medical Certificate of Cause of Death

This will be issued in most cases and is required before you can register a death. This is completed by a doctor and obtained from the hospital Bereavement Services team. There is no cost for this document.



The image shows a 'CERTIFIED COPY OF AN ENTRY' from the 'Deaths Registration Act 1953'. It features the Royal Coat of Arms in the center. The reference number 'BBP 022849' is printed in the top right corner. Below the coat of arms, the word 'DEATH' is prominently displayed. At the bottom, there are fields for 'Registration District: Leeds' and 'Municipal District of Leeds'.

### Death Certificate (copy)

This document is issued when a death is registered. The original entry into the register of deaths is kept by the register office. You can request certified copies at the point you register - these will cost £11.

document is delivered intact to the person mentioned overleaf, if

DIS 365426  
25

**PART B**  
*Births and Deaths Registration Act 1953, S. 24 (1)*

**CERTIFICATE FOR BURIAL OR CREMATION** (Issued after registration)

I, the undersigned registrar, do hereby certify that the death of

aged \_\_\_\_\_ who died on \_\_\_\_\_  
at \_\_\_\_\_  
has been duly registered by me at Entry No. \_\_\_\_\_  
Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ December \_\_\_\_\_  
(Registrar of Births and Deaths)

Registration District \_\_\_\_\_ Sub-district \_\_\_\_\_

## Certificate for burial or cremation (green form)

This document is issued when a death is registered. Your appointed funeral director will need this form. There is no cost for this document.

## Out of England Certificate

This document is issued by HM Coroner and is required in order to take a body out of England. Your funeral director can assist in obtaining this. There is no cost for this document.

**PART B**  
**FORM OF ACKNOWLEDGEMENT BY CORONER**  
Form prescribed by the Burial and Deaths Registration Act 1953, Section 24 (1)

To \_\_\_\_\_  
person (state the name of the person by whom notice was given, or such other person as may have been designated in the notice to require the coroner's acknowledgment)

I, \_\_\_\_\_ hereby acknowledge that I have this \_\_\_\_\_ day of \_\_\_\_\_ received the notice given to you for the purpose of Section 4 of the Burial and Deaths Registration Act 1953, that is intended to remove out of England the body, now lying within my jurisdiction, of \_\_\_\_\_ deceased.

2. I am satisfied that there is no necessity for me to make further enquiries concerning the death and the body may be removed out of England upon receipt of this acknowledgment.

3. The body may be removed out of England on or after the 5th day after the date above stated unless any local authority has written to me to the contrary.

4. I have searched the coroners' certificate for coronation of the deceased, and hereby declare that it will be ready for production in Scotland (where necessary) if required under the Act of 1953.

\_\_\_\_\_  
Coroner

Witness where appropriate: \_\_\_\_\_ (Under Act (1) or (2)) for \_\_\_\_\_ (West Yorkshire Coroners' District)

## Arranging a funeral

Many people use a funeral director to help them arrange a funeral. There are lots of funeral directors offering a wide range of services. Alternatively, some relatives decide to make the funeral arrangements themselves.

If you decide to use a funeral director you can contact them at any time to begin making plans. Please note that they may not be able to confirm arrangements until you have registered the death with Leeds City Council.

Your funeral director will arrange with the hospital to collect your loved one and take them into their care. Until this happens they will be cared for in one of our facilities in Leeds or the local area. Arrangements will be made between the hospital and your appointed funeral director; you do not need to take any action.

Many people have not thought about funeral choices until they come to plan a funeral. A good funeral director will help you to understand your options in arranging a funeral to properly reflect the person who has died.

There are lots of funeral traditions, some of which you may want to keep, but if you want to do something different you can. There are very few hard and fast rules.

Before you meet a funeral director it might be helpful to consider a few questions:

- What do you and others remember about the person who has died?
- Did they express any funeral wishes before they died?
- How do you think the person who has died would like to be remembered?
- How would you like to remember the funeral service?
- Are there any specific interests that could be part of the funeral – any themes which would have meaning for you and the person who has died?
- What do you not want the funeral service to be like?

Funerals can be expensive and the final cost can vary considerably. Do not be afraid to mention your budget or get estimates from several funeral directors. The person who arranges the funeral is usually responsible for making sure it is paid for. This can also come from the estate of the person who has died or a funeral plan they may have bought.

You might be able to claim money through the Department of Work and Pensions (DWP):

Funeral Payment Scheme - provides help for those who don't have money to pay for a funeral and who are already claiming certain benefits.

Bereavement Support Payment - a one off payment and then up to 18 monthly payments if your husband, wife or civil partner has died. The amount paid depends on whether you are entitled to child benefit and when you have claimed.

You can contact the DWP Bereavement Services helpline on **0345 606 0265** or visit [www.gov.uk](http://www.gov.uk) for more information.

If you are not eligible but are still struggling to meet the costs of a funeral then please call the Money Advice Service, whose advice is free and independent, on **0800 138 7777**.

If there are financial concerns about funeral arrangements, after you have contacted the DWP and Money Advice Service, please speak to a member of our Bereavement Services team who may be able to offer further advice.



## Visiting a person who has died

It may not always be possible to visit the person who has died in the hospital Chapel of Rest. Please contact the Bereavement Office on the numbers at the beginning of this booklet or phone the numbers below to find out if it is possible to visit your relative or friend. If visiting is available the relevant Chapel of Rest will make an appointment with you when you call. You can also contact your funeral director who may be able to offer this service at the funeral home.

St James's University Hospital **0113 206 4312**  
(Visiting times between 9am and 3pm Monday to Friday)

Leeds General Infirmary **0113 392 3313**  
(Visiting times between 10am and 3pm Monday to Friday)

When you make an appointment to visit you will be asked what day and time you would like to come. You will be asked to give your name and your relationship to the patient. When you arrive for your appointment, you may be asked to provide photographic identification (ID) or another form of identification if you do not have any photo ID.

## Restricting visitors

We understand that you may not want anyone other than close family to visit, or indeed prefer if no one at all visited your friend or relative at the hospital Chapel of Rest. You may choose to have a password that you can give to other relatives and friends that allow them to make an appointment to visit or that you alone can make appointments. In this instance, please contact the relevant Chapel of Rest on the numbers shown on the previous page to inform Mortuary staff of this. They will make a note of this request and ensure all staff are aware.

## Wills, probate and inheritance

When someone dies, you will need to get the legal right to deal with their property, money and possessions, this is often referred to as their 'estate'.

For more information we recommend that you visit [www.gov.uk](http://www.gov.uk) or contact the HM Revenue and Customs probate helpline on **0300 123 1072**.

The Leeds District Probate Registry is located at: York House, 31 York Place, Leeds, LS1 2BA and can be contacted on **0113 389 6133** or via [leedsdprenquiries@hmcts.gsi.gov.uk](mailto:leedsdprenquiries@hmcts.gsi.gov.uk)

## Who do I need to tell?

Below is a list of some people or organisations that may need to know about the death.

Organisations marked with a \* will automatically be informed if you use the government's 'Tell Us Once' service (offered during your appointment to register the death).

- |  |                            |
|--|----------------------------|
| Priest, vicar, minister or faith leader              | <input type="checkbox"/>   |
| GP (the bereavement team will automatically do this) | <input type="checkbox"/>   |
| Department of Work and Pensions                      | <input type="checkbox"/> * |
| HM Revenue and Customs                               | <input type="checkbox"/> * |
| HM Passport Office                                   | <input type="checkbox"/> * |
| Bank, Building Society, Credit Card companies        | <input type="checkbox"/>   |
| Social services (including home help etc.)           | <input type="checkbox"/> * |
| Place of work  | <input type="checkbox"/>   |
| Executors and beneficiaries of a Will                | <input type="checkbox"/>   |
| Solicitor  | <input type="checkbox"/>   |
| Insurance companies                                  | <input type="checkbox"/>   |
| Library service                                      | <input type="checkbox"/> * |
| Residential or nursing home                          | <input type="checkbox"/>   |
| Landlord   | <input type="checkbox"/>   |
| Housing Office                                       | <input type="checkbox"/> * |
| Council Tax Office                                   | <input type="checkbox"/> * |
| Utility companies (inc. mobile phone provider)       | <input type="checkbox"/>   |
| DVLA   | <input type="checkbox"/> * |
| Social media outlets i.e. Facebook, Twitter etc.     | <input type="checkbox"/>   |

## Reviewing the care of patients who have died in our hospitals

Hospitals have been issued with new guidance which aims to make it easier for families, carers or friends to ask questions or discuss their worries if they have any questions about the care received by their loved one before they died.

The guidance can be found here:

[www.england.nhs.uk/publication/learning-from-deaths-guidance-for-nhs-trusts-on-working-with-bereaved-families-and-carers](http://www.england.nhs.uk/publication/learning-from-deaths-guidance-for-nhs-trusts-on-working-with-bereaved-families-and-carers) and contains helpful information about organisations that can provide support to bereaved people. Further information can also be found on our website: [www.leedsth.nhs.uk/a-z-of-services/bereavement-services-2](http://www.leedsth.nhs.uk/a-z-of-services/bereavement-services-2)

At Leeds Teaching Hospitals we are committed to providing high quality care for all our patients and families. We hope you feel the experience of care provided to your loved one was positive. However, if this is not the case, you will be given an opportunity to share any worries you may have during your appointment with the Bereavement Services team.

If you do not contact the Bereavement services team and/or think of something later that you would like to discuss with us, you can share this by contacting the Hospital Patient, Advice and Liaison Service (PALS) at **0113 206 6261** or **[patientexperience.leedsth@nhs.net](mailto:patientexperience.leedsth@nhs.net)**.

The PALS team will assist by identifying the best person to hear and act on your feedback. All concerns will be listened to carefully and if needed, may result in a more thorough investigation of the care that was provided. You will be kept informed of any investigations that are undertaken.

We would also like to hear of any positive feedback you may have about the care of your loved one. Please contact the PALS team to share this. The team always make contact with the responsible service, so you can be confident that the individuals involved will personally get to hear what you have to say.

Advonet can also provide independent advice if required; you can contact them at **0113 244 0606** or **[office@advonet.org.uk](mailto:office@advonet.org.uk)**

## Medical Examiner Service

Following the death of a relative, you may be advised that the death will be referred to a Medical Examiner.

### Who are Medical Examiners and Medical Examiner Officers?

Since 2019, some senior NHS doctors have chosen to receive specialist training and to spend some of their time working as Medical Examiners. Alongside other specially trained staff, their job is to give independent advice about causes of death (except for deaths which have to be reviewed by a Coroner).

Medical Examiners and their staff (usually called Medical Examiner Officers) offer families and carers of the person who has died an opportunity to raise questions or concerns about the causes of death, or about the care the person received before their death. This will usually be through a telephone call, or sometimes a meeting. They can explain what medical language means, and make it easier to understand.

Medical Examiners also look at the relevant medical records, and discuss the causes of death with the doctor filling in the official form (its official name is the *Medical Certificate of Cause of Death*).

You can be confident Medical Examiners and their staff will provide an independent view, as they will only review cases where they **have not** provided care for the patient.

You can contact the Medical Examiner office here:

**Medical Examiner Office**

Level 4 Gledhow Wing  
St James's University Hospital  
Beckett Street  
Leeds  
LS9 7TF

Email: [leedsth-tr.meoffice@nhs.net](mailto:leedsth-tr.meoffice@nhs.net)

Our office is open between 08:00 and 16:00 Monday to Friday.



## Her Majesty's Coroner

Sometimes doctors at the hospital will need to refer a death to Her Majesty's Coroner (HM Coroner). HM Coroner is an independent judicial office holder working on behalf of the Crown. HM Coroner looks into deaths that were unexpected or of an unknown cause.

We will tell you if your relative's death has been referred to HM Coroner and the reasons why. A Coroner's officer will gather information about the person who has died, including information about how they died. The Coroner will then decide if the hospital can give out a Medical Certificate of Cause of Death (MCCD), or if more investigation is needed.

If your relative's death is reported to HM Coroner you will also be contacted by one of their officers, who will explain their role and what will happen next. In some cases HM Coroner may decide a post mortem examination is needed to help find a cause of death.

This may be ordered by HM Coroner as part of their investigations when it is unclear why a person has died. HM Coroner will speak to the relatives of the person who has died before deciding if a post mortem examination is required. There is no cost to relatives for this type of post mortem.

In some cases it may be possible to have a non-invasive post mortem examination using a digital scanner. You should discuss this with HM Coroner's office if you would like to explore this option. There will be a cost to relatives for this type of post mortem. Non-invasive post mortem examinations are carried out at a facility in Bradford which would require your relative to be transferred there. The final decision lies with HM Coroner.

If HM Coroner arranges to transfer a deceased patient from the hospital to another location, the Coroner's office should tell you.

You can contact HM Coroner using the details below:

HM Coroner for the county of West Yorkshire  
(Eastern District)

71 Northgate

Wakefield

WF1 3BS

Telephone: **01924 302180**

Email: **[hmcroner@wakefield.gov.uk](mailto:hmcroner@wakefield.gov.uk)**

## Hospital Post Mortem Examinations

Occasionally doctors from the hospital may offer a post mortem examination. In this case the doctor will already have completed a medical certificate, but have other clinical questions they would like to look at. You may decide that you would like to explore the possibility of a post mortem examination to help answer questions you have.

The post mortem examination will only be carried out once consent has been given by a family member of the deceased. Please speak to the medical team or the Bereavement Services team, who will be able to help you. We have a detailed information leaflet available from the Bereavement Services team.

A consented post mortem examination does not usually delay funeral arrangements. There is no cost to you for this type of post mortem examination.

## Help and support

### Chaplaincy and spiritual care

You may find comfort at this time by speaking to one of our health care Chaplains.

The Chaplaincy team offer their support to everyone; religious and non-religious alike. They are available to offer pastoral, spiritual, and religious support, as appropriate, to relatives at any time after bereavement. They are skilled at listening and supporting the bereaved.

The Chaplaincy/spiritual care team has access to many faiths and belief communities. Please speak to a member of the team to find out more information.

The Chaplains can be contacted on the telephone numbers below.

St James's University and Wharfedale Hospitals:  
**0113 206 5935**

Leeds General Infirmary and Chapel Allerton Hospital:  
**0113 392 2914**

Outside normal working hours please ask the ward to page the on-call Chaplain.

## Bereavement Nurse

Sometimes, people need to talk through their experience with someone to help make sense of it. You might find it helpful to do this straightaway, or after some time has passed.

The Bereavement Nurse can offer a listening ear or advice with next steps. If questions come out of this process, the Bereavement Nurse can support you in gaining answers to your questions. Please note that if you have questions about diagnosis, care and treatment these will be referred to the clinical teams involved.

You can ask your Bereavement Officer to refer you at your appointment. Alternatively, you can contact the Bereavement Nurse in your own time via phone on **07785 694 129** or email at **[leedsth-tr.bereavementnurse@nhs.net](mailto:leedsth-tr.bereavementnurse@nhs.net)**. The Bereavement Nurse will aim to contact you within 2 working days.

Unfortunately, the Bereavement Nurse is unable to provide on-going support, but can advise you on other bereavement support available if needed.



## How you might feel

By Leeds Bereavement Forum

The death of a loved one is one of life's most difficult experiences. People may struggle with many intense and frightening emotions, including guilt, anger and depression. Often, they may feel isolated and alone in their grief. Having someone to lean on can help them through the grieving process.

People often describe shock soon after the death of a loved one.

They may:

- feel numb, panicky, very weepy or unable to cry at all
- find it difficult to sleep
- have physical symptoms such as heart palpitations
- calmly go through the practical tasks surrounding the death, and worry that they may be seen as uncaring. This is just one of the signs of shock and it is most likely they will feel the impact of the death at a later point
- find themselves completely unable to cope and need a lot of practical and emotional support from those around them at this point

**Leeds Bereavement Forum** is a local charity that directs individuals and professionals to support both locally and nationally offering help to bereaved people from all kinds of backgrounds. Visit [www.lbforum.org.uk](http://www.lbforum.org.uk) for their online Bereavement Directory and for advice and information about bereavement.



Website: [www.lbforum.org.uk](http://www.lbforum.org.uk)

Email: [info@lbforum.org.uk](mailto:info@lbforum.org.uk)

Telephone: **0113 225 3975**

Twitter: [@LeedsBForum](https://twitter.com/LeedsBForum)

Facebook: [facebook.com/LeedsBereavementForum](https://facebook.com/LeedsBereavementForum)

## Other support organisations

### Cruse Bereavement Care

Cruse Bereavement Care is a national charity that provides bereavement support.

Telephone: **0113 234 4150** | [www.cruse.org.uk](http://www.cruse.org.uk)

### Carers Leeds

The Bereaved Carer Project at Carers Leeds provides support on a one to one or group basis for carers who have been bereaved.

Telephone: **0113 380 4300** | [www.carersleeds.org.uk](http://www.carersleeds.org.uk)

### Elliot's Footprint

Elliot's Footprint is a charity that helps families after a child has died. They offer help and advice and also campaign for better bereavement services.

[www.elliotsfootprint.org](http://www.elliotsfootprint.org) | [contact@elliotsfootprint.org](mailto:contact@elliotsfootprint.org)

### Leeds Suicide Bereavement Service

Leeds Suicide Bereavement Service support people who have been bereaved by suicide.

Telephone: **0113 305 5803** | [www.leedssbs.org.uk](http://www.leedssbs.org.uk)

### Stillbirth and Neonatal Death Society

Sands are a national charity. They support anyone affected by the death of a baby.

Telephone: **0808 164 3332** | [www.sands.org.uk](http://www.sands.org.uk)



### **The Market Place**

The Market Place offer free and confidential bereavement support to 11-25 year olds in Leeds. This can be one-to-one support, counselling, group-work or drop-in.

Telephone: **0113 246 1659** |

**[www.themarketplaceleeds.org.uk](http://www.themarketplaceleeds.org.uk)**

### **Child Bereavement UK - Leeds**

Offering support to children and families when a child has been bereaved. Contact details are below to self-refer to the service.

Telephone: **0113 350 3598** |

**[leedssupport@childbereavementuk.org](mailto:leedssupport@childbereavementuk.org)**

### **OWLS Bereavement Service**

OWLS offer bereavement support to children aged 4-11.

1-1 support is available as well as support through schools and family support.

Website: **[www.janetomlinsonappeal.com](http://www.janetomlinsonappeal.com)**

Email: **[owls@janetomlinsonappeal.com](mailto:owls@janetomlinsonappeal.com)**

## Additional information

### Taking a person's body out of England

There are some procedures that need to be carried out if you want to take a person's body out of England. You should notify your funeral director as soon as possible so they can start making arrangements.

You will need to do the following:

- Register the death at the local Register office;
- Obtain an 'out of England' certificate from HM Coroner (your funeral director should help arrange this for you);
- You may need to obtain a 'Free from infection' document. The Bereavement Office can advise what is needed and your funeral director should help arrange this for you

## Organ, tissue and body donation

Organ donation has to be considered before death and is only possible in certain cases. Unfortunately it is not possible to arrange organ donation after death..

Tissue donation is possible up to 48 hours after death. To make sure this is carried out if wished; please inform the ward as soon as possible. Or, you can contact the National Referral Centre yourself on **0800 432 0559**. Consent from the family is always required for tissue donation.

More information about organ and tissue donation can be found at [www.organdonation.nhs.uk](http://www.organdonation.nhs.uk) or by calling **0300 123 2323**.

Body donation has to be arranged by the person before they die. Donating your body to medical science is not possible in all cases and potential donors should make sure they have other funeral arrangements in case donation is not possible.

The University of Leeds is the nearest centre for donations and covers Leeds, Bradford, Huddersfield, Harrogate, Halifax, Wakefield and Cumbria. For more information please contact the Medical School at the University of Leeds on **0113 343 4297**.

If the person who has died had arranged to donate their body to medical science please tell a member of our team when you call us.

## Digital legacy

Digital legacy is the information available online about someone after their death. This may be a website or blog listings about the person, their social media profile, photos, videos, gaming profiles and interactions they have had online. This is sometimes called their 'digital footprint'.

Each online service has its own policy about who can access accounts after the account holder has died. Some people may have named someone who has permission to access their accounts after they die. There may be other options to save or delete online accounts.

You can find more information about how to manage a person's digital legacy after they have died on the Digital Legacy Association website at:

[www.digitallegacyassociation.org](http://www.digitallegacyassociation.org)

## Remembering a loved one with Leeds Hospitals Charity

Leeds Hospitals Charity is the charity for Leeds Teaching Hospitals. With your help, we fund things that make all the difference, but that the NHS doesn't provide. Every day, doctors, nurses and healthcare workers in Leeds go above and beyond to make the experience of being in hospital better. But we all know the NHS is under constant strain. This makes the incredible work of NHS heroes even harder. Your donation to Leeds Hospitals Charity will help to provide extra equipment, facilities, research, education and specialist staff to relieve the pressure.

There are lots of ways you can keep someone's memory alive while raising vital funds to support other patients, families and staff at Leeds Hospitals. You may like to add to our online memory wall, set up a memory fund, have a funeral collection or dedicate a plaque in our memory path. For more information about honouring the memory of a loved one please visit: [www.leedshospitalscharity.org.uk/giving-in-memory](http://www.leedshospitalscharity.org.uk/giving-in-memory) or call the team on 0113 539 7020.



charity number: 1170369

## Questions and Feedback

We hope that this booklet will be of assistance to you, but if you have any other questions, please contact our Bereavement Services team on the telephone numbers at the front of this booklet.

If you have any comments on the service you have had from the Bereavement Services team then please contact the Bereavement Services Manager using the contact details at the beginning of this booklet.

You can also complete a Friends and Family Test feedback on behalf of your relative or friend on the link below:

### What did you think of your care?

Scan the QR code or visit [bit.ly/nhsleedsfft](https://bit.ly/nhsleedsfft)  
Your feedback is important to us









