

Reablement services	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA
✓	✓	✓	✓	✓	✓	✓	✓

## 14

# INQUESTS

## POLICY

To ensure that statutory requirements are met in the event of an inquest being held following a service user's death.

## PROCEDURE

1. In the event of the death of a service user, reference should be made to the D12 procedure.
2. The coroner may convene an inquest following a sudden death, death of a service user who has not been examined by a GP within the last seven days or the death of a service user in unusual circumstances.
3. **The Senior Management Team** must be notified of any sudden or unusual deaths. For registered services, a notification form must be completed see policies and procedures manual R3.
4. When the service is aware that an inquest is to be held, the Assistant Director and relevant Operations Manager must be informed.
5. A written report must be produced by the manager of the service, a copy forwarded to the relevant Operations Manager and Assistant Director. The Operations Manager for the service will notify the media department using the following details and liaise with the legal services as necessary:
  - Name of the service
  - Brief outline of the personal support needs
  - Name of service user
  - Date of birth
  - Underlying medical condition /s
  - Date and time of the last contact made by staff
  - Date last seen by the General Practitioner
  - Witnesses leading up to the death
  - Circumstances leading up to the death
  - Details of any relevant risk assessments / strategies
6. Staff on duty at the time of the death maybe required to attend the inquest as a witness. Staff must be accompanied by their line manager / Operations Manager or other representative.
7. Staff must not speak directly to the media, but refer them to the media department - see Media, Publicity and Event procedure in the policies and procedures manual M8.

Date	08/07/14	08/07/15						Issue date
Amendment	1	2						01/04/06 P&P