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## General Policy for care of Deceased

This policy outlines the general policy for looking after a deceased person

### Identity

- At all times must be identified (with bracelet or similar) at all times
- All coffins must also be identified using the label at head of coffin
- All refrigerators door must be clearly marked with name and any health exceptions
- The mortuary movement book must be kept up to date at all times

### Care

- All deceased persons must be treated with the upmost respect and dignity
- Privacy of the deceased must be maintained
- First Offices must be performed once instructions taken from family, unless emergency attention is required. Authority should be obtained from family first, unless in extreme situation where authority is established as soon as possible
- A record of First Offices must be kept in the mortuary book along with name(s) of person(s) performing the task.
- No invasive procedure to be undertaken without prior approval from applicant. Emergencies can receive emergency attention, but families must be advised as soon as practical. (Terms and conditions also state this)
- Any concerns must be recorded and reported to line manager
- Family to be kept up to date with status and any changes
- Deceased persons will be kept in refrigerated conditions
- Staff are to help families with preparation(s) and facilitate any rituals
- Care to ensure access to the mortuary and facilities are kept to the minimum necessary to carry out our work
- Mortuary to be kept locked