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CHILD DEATH REVIEW PROFORMA
For 16 & 17 year old deaths pronounced in the community.

Date...../...../..... Time..... :

SCOTTISH AMBULANCE SERVICE (SAS) PRE-ALERT

NAME: _____

DATE OF BIRTH: _____/_____/_____ AGE _____ SEX _____

HOME ADDRESS (IF AVAILABLE): _____

SUSPECTED MODE OF DEATH _____

SAS AIRWAVE NUMBER _____

SAS MOBILE NUMBER _____

SAS to call via Airwave (ideally) and notify ED of 16/17 year old community death.

ED Team to call Nurse in Charge of the Hospital – 01896 826000 Bleep 1412 at earliest convenience from receiving notification from SAS.

SAS or Police to advise ED via airwaves when leaving scene to provide an updated ETA.

Advise SAS to proceed directly to the Mortuary back entrance – please see Map attached (page 5).

Family to be directed to Hospital where Police and Staff will support. (please ensure clear plan in place for meeting family at the hospital entrance).

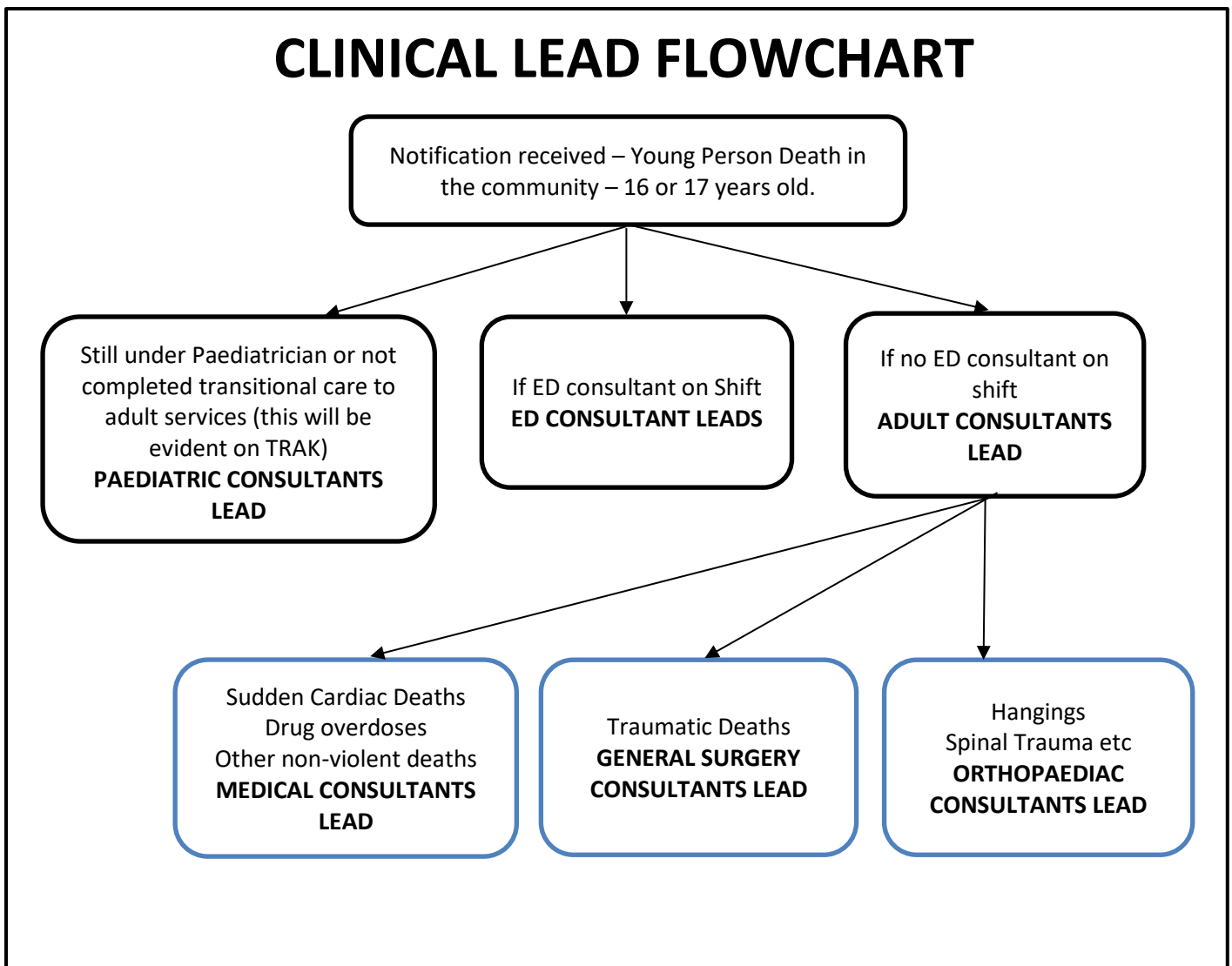
ADMIN

Admit on TrakCare [] Discharge as deceased [] **CHILD HEALTH INFORMATION TEAM** must be informed of death []
email bor.childhealthadmin@borders.scot.nhs.uk

The Hospital Bleep Holder will contact

- Lead department – **Paediatrics Consultant** [] **ED consultant** [] **Specific Adult Consultant Out of Hours** []
See flowchart.
- Clinical Nurse Manager for Paediatrics or Adult Services []
- Child Death Review Lead – Ailie Ramage - Monday- Friday 9-5pm – 07973 686754 []
- A nurse from the lead department may be useful to assist []
- Chaplain []
- Mortuary []
- Porters []

CLINICAL LEAD FLOWCHART



Prior to arrival meet as a group to ensure:

- Mortuary ready to receive body and is not currently in use.
- Gain access to mortuary, ensure viewing room and relatives room are ready.
- Ensure there is an Emergency Department (ED) style trolley or patient bed available in mortuary, with necessary sheets, blankets, and gown.
- Discuss memory making with the family and explain that this can be done Postmortem.
- Memory making boxes and items available on ward 15.

Arrival Process

SAS arrives with Young Person. Police will either already be in attendance or en route. Hospital Staff will be expecting arrival and waiting at Mortuary back door road entrance.

It would be advised for a member of staff/Police to escort family directly to the viewing room.

Place the body on an ED style trolley or patient bed. The young person will be supervised by police. Do not disturb or move the body further unless absolutely necessary, or Police provide confirmation that it is in order to do so.

The Family will be supported by the chaplain or hospital staff in the family viewing room.

Ensure the NHS Intimation of death form is completed []

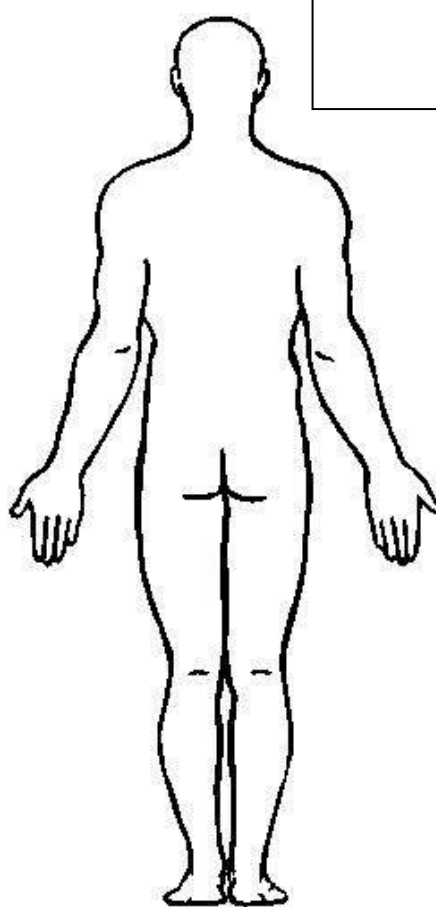
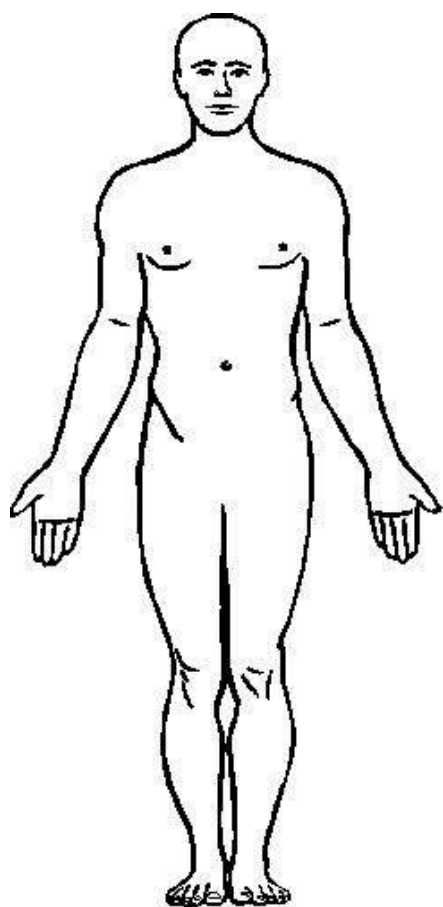
There will be a visual top to toe exam with Police Scotland and Clinical lead. **This is not a forensic exam.** It is to support police in their initial investigation and to provide comment on the body. Expected level of detail is e.g. bruising on chest consistent with CPR, mark on neck consistent with ligature, mark on arm consistent with IV cannula, bruising on abdomen of unclear significance etc. A police photographer may be also present.

History from SAS

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Designation _____ Continuation sheet in use YES / NO

Body has NHS Borders identity tag []

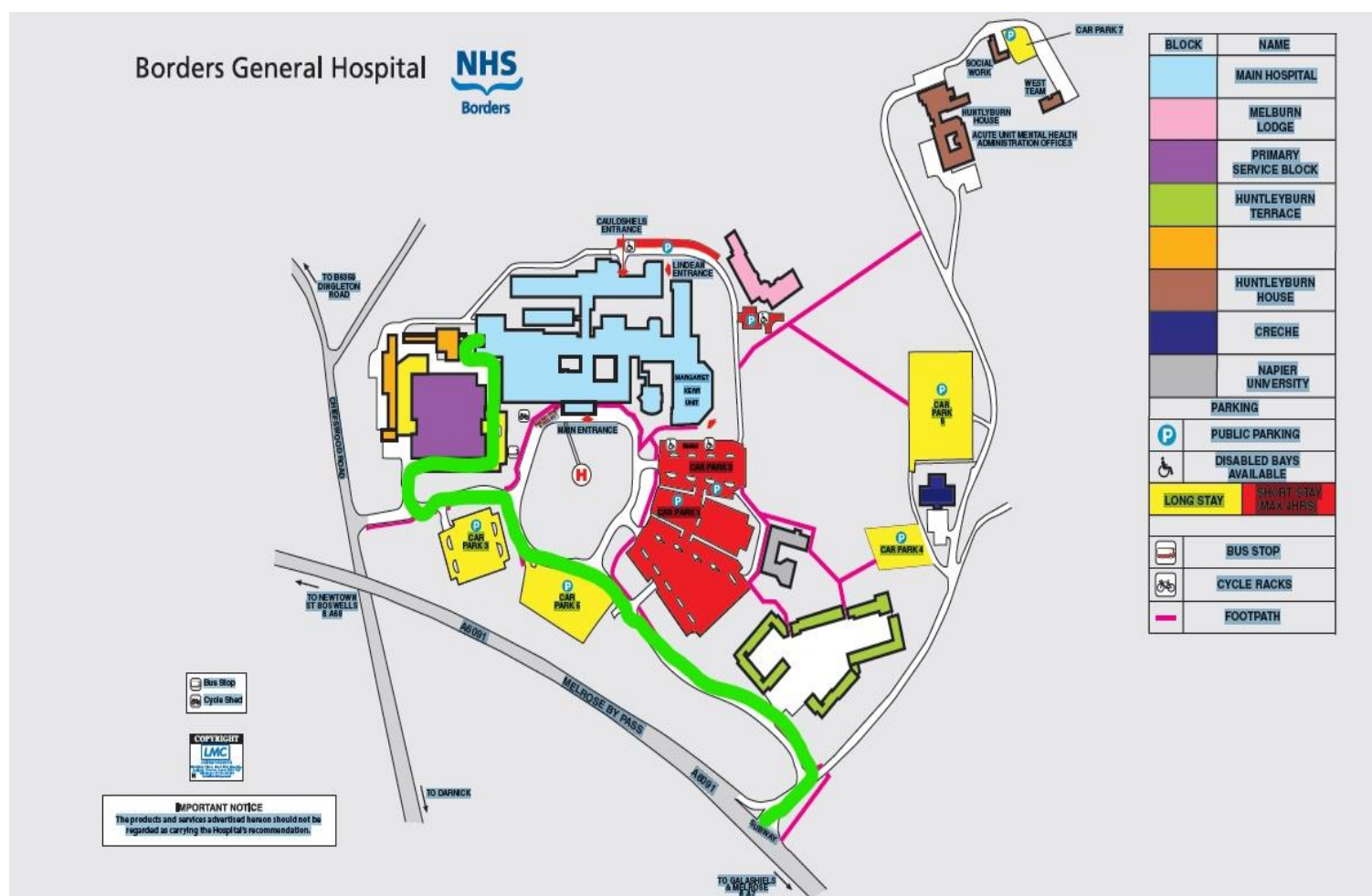
Is body staying in BGH Mortuary / Transfer to Lothian (Police will advise).....

GP: Name: Date:

Completed by A Ramage CDR Lead – November 2024 – Updated May 2026

MAP

SAS/POLICE Please follow green highlighted road area to the back door entrance to the Mortuary.



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