

Disability Resource Hub Disclaimer

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Family &
Community
Services

Death Procedures Tools and templates

Summary: The Death Procedures Tools and templates contain information for service providers about reporting the death of a person with disability in care



Tools and templates

Death

1. Client Death Notification (CDN) form (see separate attachment)
2. Fact sheet for health and aged care facilities
3. NSW State Coroner notification of death letter
4. NSW Police notification of death letter
5. NSW State Coroner notification of death letter (temporarily absent at the time of death)
6. NSW Police notification of death letter (temporarily absent at the time of death)
7. NSW Ombudsman's Reviewable Deaths Fact Sheet (this document is to be attached with letters 2,3,4,5) (see separate attachment)
8. WorkCover Fact Sheet: Incident Notification (see separate attachment)
9. Category 1 Incident – Executive Briefing Form

Information for health care and aged care facilities about the death of a person with disability

- The attending medical practitioner must not certify cause of death as this can only be done by the Coroner.
- The health or aged care facility must immediately report the death to Police.
- The Police will place an identification tag on the body and arrange government transport of the deceased to the morgue.

1.1 Reportable Deaths, *Coroners Act 2009*

In accordance with the Coroners Act 2009 s24(e) and s35(2) it is mandatory to report the death of a person living in an ADHC funded or operated service or an Assisted Boarding House at the time of their death, to the Police and State Coroner.

This includes a person who, at the time of their death, was temporarily absent from an ADHC operated or funded accommodation support service, centre based respite or an Assisted Boarding House, for example, in hospital, a hospice or staying with family.

1.2 Role of ADHC

- The ADHC accommodation service provider will send a letter to the Police and Coroner stating that the person was temporarily absent from the service at the time of death and where the person was at the time of death.
- The ADHC accommodation service provider will report the death to the NSW Ombudsman.



NSW State Coroner
Coroners Court
PO Box 309
CAMPERDOWN
NSW 1450

<Insert date here>

Dear **<insert name here>**

I write to formally notify you of the death of **<insert deceased person's name here>** on **<insert date>** at **<insert place of death>**.

<insert deceased person's name here> had been a resident at **<insert address>** since **<insert length of time at facility>**. This **<insert type of facility>** is a NSW Family and Community Services, Ageing, Disability and Home Care (ADHC), residence.

It is mandatory that the death of a person who, at the time of their death, is living in an ADHC funded or operated service or an Assisted Boarding House under Part 4 of the *Boarding Houses Act 2012*, is reported to the Police and State Coroner in accordance with the *Coroners Act 2009* s24(1)(e) and s35(2).

I hope that this information is of assistance. If you require further detail, please contact **<insert name of>** FACS District Director **<insert District>** on **<insert telephone number>**.

Yours sincerely

<insert name>

<insert Job Title>



NSW Police Service

<INSERT ADDRESS OF LOCAL AREA COMMAND HERE>

<Insert date here>

Dear **<insert name here>**

RE: NSW Police notification of death of a person in an ADHC service.

I write to formally notify you of the death of **<insert deceased person's name here>** on **<insert date>** at **<insert place of death>**.

<insert deceased person's name here> had been a resident at **<insert address>** since **<insert length of time at facility>**. This **<insert type of facility>** is a NSW Family and Community Services, Ageing, Disability and Home Care (ADHC), residence.

It is mandatory that the death of a person who, at the time of their death, is living in an ADHC funded or operated service or an Assisted Boarding House under Part 4 of the *Boarding Houses Act 2012*, is reported to the Police and State Coroner in accordance with the *Coroners Act 2009* s24(1)(e) and s35(2).

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Yours sincerely

<insert name>

<insert Job Title>



NSW State Coroner
Coroners Court
PO Box 309
CAMPERDOWN
NSW 1450

<Insert date here>

Dear <insert name here>

I write to formally notify you of the death of <insert deceased person's name here> on <insert date> at <insert place of death>.

<insert deceased person's name here> had been a resident at <insert address> since <insert length of time at facility>. This <insert type of facility> is a NSW Family and Community Services, Ageing, Disability and Home Care (ADHC) residence.

At the time of death this person was at <insert name of facility or home if family member state name and relationship> at <insert address> as they were temporarily absent from their usual residence.

It is mandatory that the death of a person who, at the time of their death, is living in an ADHC funded or operated service or an Assisted Boarding House under Part 4 of the *Boarding Houses Act 2012*, is reported to the Police and State Coroner in accordance with the *Coroners Act 2009* s24(1)(e) and s35(2). This **includes a person who, at the time of death, was temporarily absent** from an ADHC operated or funded accommodation support service, centre based respite or an Assisted Boarding House, for example, in hospital, a hospice or staying with family.

I hope that this information is of assistance. If you require further detail, please contact <insert name of> FACS District Director <insert District> on <insert telephone number>.

Yours sincerely

<insert name>

<insert Job Title>



NSW Police Service

<INSERT ADDRESS OF LOCAL AREA COMMAND HERE>

<Insert date here>

Dear **<insert name here>**

RE: NSW Police notification of death of a person in an ADHC service.

I write to formally notify you of the death of **<insert deceased person's name here>** on **<insert date>** at **<insert place of death>**.

<insert deceased person's name here> had been a resident at **<insert address>** since **<insert length of time at facility>**. This **<insert type of facility>** is a NSW Family and Community Services Ageing, Disability and Home Care (ADHC) residence.

At the time of their death this person was at **<insert name of facility or home if family member state name and relationship>** at **<insert address>** as they were temporarily absent from their usual residence.

It is mandatory that the death of a person who, at the time of their death, is living in an ADHC funded or operated service or an Assisted Boarding House under Part 4 of the *Boarding Houses Act 2012*, is reported to the Police and State Coroner in accordance with the Coroners Act 2009 s24(1)(e) and s35(2). This **includes a person who, at the time of death, was temporarily absent** from an ADHC operated or funded accommodation support service, centre based respite or an Assisted Boarding House, for example, in hospital, a hospice or staying with family.

I hope that this information is of assistance. If you require further detail, please contact **<insert name of>** FACS District Director **<insert District>** on **<insert telephone number>**.

Yours sincerely

<insert name>

<insert Job Title>



Section A: Incident key details for incident involving a client

(Attach a separate sheet for incidents involving multiple clients)

Client name:	Date of Birth:
Address:	
District/Directorate:	CIS ID:
TRIM Ref No:	Date of Incident:
Is an Incident Report Form (Appendix B) attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a Part 3C reportable incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this incident involve a child or young person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you made a Community Services report?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a Police report been made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Event Number: Click here to enter text.	
Has counselling been offered? If yes, to who?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click here to enter text.	
Details about staff reporting this incident	
Name:	Worksite name:
Phone No:	Email:

Section B: Provide a brief description of the incident (Attach a separate sheet if required)

Is a complaint likely to be lodged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this incident likely to draw attention from the media?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Section C: Endorsement			
Role	Name	Signature	Date
Manager			
Director			
Executive Director			
Deputy Secretary ADHC (ISP and CJP only)			
Deputy Secretary Disability Operations			

Section D: Information on Category 1 Incidents		
Category 1 Incidents are considered critical and require reporting to the ADHC Executive (see Appendix D) and may also require reporting to the NSW Ombudsman (NSW Ombo).	Report to	
	ADHC Exec	NSW Ombo
An incident involving any of the following in connection with an employee (including agency staff, volunteers and contractors) of FACS and a person with disability living in supported group accommodation: <ul style="list-style-type: none"> any sexual offence committed against, with or in the presence of the person with disability sexual misconduct committed against, with or in the presence of the person with disability, including grooming the person for sexual activity an assault of the person with disability (not including the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated under workplace employment procedures) an offence under Part 4AA of the Crimes Act 1900 (fraud and similar offences) committed against the person with disability or ill-treatment or neglect of a person with disability. 	✓	✓
An incident involving an assault of a person with disability living in supported group accommodation by another person with disability living in the same supported group accommodation that: <ul style="list-style-type: none"> is a sexual offence causes serious injury, including for example, a fracture, burns, deep cuts, extensive bruising or concussion involves the use of a weapon is part of a pattern of abuse of the person with disability by the other person. 	✓	✓
An incident occurring in supported group accommodation and involving a contravention of an apprehended violence order made for the protection of a person with disability, regardless of whether the order is contravened by an employee of FACS or a funded provider, a person with disability living in the supported group accommodations or another person.	✓	✓
An incident involving an unexplained serious injury to a person with disability living in supported group accommodation.	✓	✓
A FACS employee has engaged in an incident giving rise or harm to a child or young person for which a report is made to Community Services	✓	✓
A member of the public (not a FACS employee) has engaged in an incident giving rise of harm to a child or young person for which a report is made to Community Services.	✓	

Section D: Information on Category 1 Incidents		
Category 1 Incidents are considered critical and require reporting to the ADHC Executive (see Appendix D) and may also require reporting to the NSW Ombudsman (NSW Ombo).	Report to	
	ADHC Exec	NSW Ombo

A member of the public (not a FACS employee) has engaged in suspected mistreatment or neglect of a person with disability who is in receipt of FACS services.	✓	✓
Threat to the safety or wellbeing of people accessing Direct Ageing and Disability Services (e.g. bomb, threat to harm with a weapon, threat to sabotage).	✓	
An incident that almost certainly will result in an adverse impact including negative media attention for FACS, the Deputy Secretary, Secretary and/or Minister (e.g. industrial action, loss of provision of critical services for an extended period, significant financial loss or misappropriation).	✓	
Death, which was unexpected, of a person while living in a FACS Ageing or Disability Direct Service.	✓	✓