



End of Life Admin

Immediate Checklist - When the Death First Happens

Confirm the death

- Have the death formally confirmed by a doctor, nurse, hospital, or emergency services
- Ask who will issue the **Medical Certificate of Cause of Death**
- Confirm whether the death is considered expected or unexpected
- Ask whether the coroner will be involved

Understand whether the coroner is involved

- Find out if the death must be reported to the coroner
- Confirm whether there will be a delay before funeral arrangements can proceed
- Ask who will communicate updates to the family
- Keep notes of names, phone numbers, and reference details

Notify immediate family and key people

- Contact spouse, children, parents, siblings, or next of kin
- Inform any key support person or family spokesperson
- Decide who will be the main contact person for funeral arrangements
- Start a contact list of family and friends who need to be told

Arrange care and transfer of the deceased

- Contact the chosen funeral director, or ask the hospital/nursing home for guidance
- Confirm when the deceased will be transferred into care
- Ask where they are being taken
- Confirm whether family viewing is possible later



End of Life Admin

Secure the home and immediate belongings

- Contact the chosen funeral director, or ask the hospital/nursing home for guidance
- Make sure pets are cared for
- Collect keys, wallet, phone, and important belongings
- Secure medication and sensitive paperwork
- Remove perishables or anything urgent from the home if the person lived alone