

**DONATION OF A BODY  
FOR  
ANATOMICAL EXAMINATION**







## **London Anatomy Office**

Room 5.8  
5<sup>th</sup> floor Hodgkin Building  
King's College London  
Guy's Campus  
London SE1 1UL

Tel: 020 7848 8042 / 8076  
Fax: 020 7848 8077  
Email: [lao@kcl.ac.uk](mailto:lao@kcl.ac.uk)  
Website: [www.kcl.ac.uk/biohealth/study/departments/anatomy/lao/index.aspx](http://www.kcl.ac.uk/biohealth/study/departments/anatomy/lao/index.aspx)

## **Authorisation for donation of a body for anatomical examination**

Dear Sir / Madam

Thank you for expressing a wish to donate your body for anatomical examination after death. Contained in this booklet is detailed information and forms to complete, should you decide to proceed. Please read this thoroughly as it is most important that you understand the information contained in this booklet before signing the forms.

On behalf of the London and South East medical schools I would like to thank you for the contribution you are making to medical science. We depend very much on the generous action of people such as yourself for the continuance of medical education, although I trust it will be many years before a medical school benefits from your kindness.

If you have any further queries please do not hesitate to contact the office as detailed at the letterhead.

London Anatomy Office

## **The London Anatomy Office**

The London Anatomy Office co-ordinates the donation of bodies on behalf of seven teaching institutions and is accountable to the London and South East Committee of Anatomists (LSECA). The LSECA is a non-profit making organisation has charitable status under the University of London.

The London Anatomy Office co-ordinates donations within its designated catchment area, which comprises the following postal codes: BN, BR, CR, CT, DA, E, EC, EN, GU, HA, IG, KT, ME, N, NW, RH, RM, SE, SL, SM, SS, SW, TN, TW, UB, W, WC, WD. If your body is accepted through the London Anatomy Office, it will be donated to one of the following teaching institutions:

- Brighton and Sussex Medical School
- Imperial College London
- King's College London
- Queen Mary University of London
- Royal College of Surgeons of England
- St George's University of London
- University College London

The institution that receives the body will be responsible for its examination and preservation until such time as disposal is required.

If you have any queries concerning the donation of your body or the information provided in this booklet please contact the London Anatomy Office. Do not contact the medical schools directly as they will be unable to respond.

## **Donation of a Body for Anatomical Examination**

Many generous and public-spirited people feel that they would like their body to be of use after their death. One of the ways in which a body can be of use is to donate it for medical education. Donated bodies are a valuable resource for teaching the structure and function of the human body to medical students and healthcare professionals, such as nurses and physiotherapists. In addition to their instructional value, donated bodies are also utilised by clinicians in specialised training courses.

Donated bodies may be used for:

- Anatomical examination
- Education or training relating to human health
- Research in connection with disorders, or the functioning, of the human body

Please note that donated bodies are not used for research into specific diseases and organs will not be donated for transplantation.

The Human Tissue Authority ([www.hta.gov.uk](http://www.hta.gov.uk)) regulates the use of bodies donated for anatomical examination within the legal framework set out in the Human Tissue Act (2004).

### **Body Donation Registration**

If you would like to donate your body a consent form is included in this booklet. Please read this information carefully and discuss it with your nearest relatives before signing the forms. The forms must be completed in duplicate. Both potential donor and witness must sign and date the forms at the same time. One copy of the completed consent form should be returned to the London Anatomy Office and the remainder of the document retained with your will or personal papers.

### **Duration of a Body Donation**

You have two options for how long your body may be retained by the medical school:

1. For an indefinite time period (choosing this option may result in a considerable delay in the disposal of your body. It is therefore very important that you discuss these options with your nearest relatives before signing the consent form, as they may wish to attend your eventual funeral and/or take possession of your ashes).
2. For a maximum of three years

Under certain circumstances parts of the body are very useful for teaching and therefore the medical school may want to retain such parts following conclusion of anatomical examination. This is done only with your express permission as indicated on the consent form. If permission is given for parts of the body to be retained it will not be possible to return any retained body parts or notify relatives of their disposal.

## **Images of a Donated Body**

It may be useful for the receiving institution to prepare images of parts of your body for:

- Education or training relating to human health
- Research in connection with disorders, or the functioning, of the human body

The taking and displaying of images (including photographs, films and electronic images) is outside the scope of the Human Tissue Act 2004; however, the HTA endorses the good practice principles set out in guidance issued by relevant professional and regulatory bodies. Donors are assured that they would not be identifiable in any images that may be taken. For further information, please refer to the HTA's Codes of Practice, available at [www.hta.gov.uk](http://www.hta.gov.uk).

## **Acceptance of a Donation**

The London Anatomy Office endeavours to accept all body donations offered. However, it is not possible to guarantee that a donation will be accepted. There is no upper age limit, but potential donors must be over seventeen years old. Although not exhaustive, the following is a guide to reasons for non-acceptance.

- Post-mortem examination.
- Some infectious diseases: e.g. viral hepatitis, HIV/AIDS, tuberculosis
- If organs, other than corneas, have been donated for transplantation or medical research
- Obesity
- Some forms of dementia
- Severe bedsores or varicose ulcers, or recent surgery where the wound has not healed
- Gross peripheral oedema: mild to moderate oedema may be acceptable
- Severe deformity of the spine

In addition to the medical exclusions it is not possible to accept a donation if a death occurs abroad or if a death occurs over the Christmas or Easter periods when the medical schools and the London Anatomy Office are closed.

If the donation cannot be accepted, the relatives or executors will be informed as soon as possible. In the event of non-acceptance responsibility for arranging and funding a burial or cremation rests with the executors or next of kin. It is therefore important that potential donors consider alternative arrangements in case circumstances preclude the London Anatomy Office from being able to accept a donation.

If a donation is accepted, an undertaker employed by the London Anatomy Office will be instructed to transfer the body to the receiving institution.

### **Expenses**

The London Anatomy Office will arrange and meet the cost of an eventual cremation, if required. However, your next of kin or executor will be asked, if possible, to make a contribution towards costs incurred by the LSECA. If you would like to make a financial donation towards the work carried out by the LSECA please make a cheque payable to 'London Committee of Licensed Teachers of Anatomy' or 'LSECA'.

### **Funeral Service**

At the time of the donation the next of kin or executor will be sent forms asking for their decision regarding the eventual disposal of the body. They will be given a choice of the following alternatives:

- a. *Arranging a funeral themselves at a place of their choice.* In such circumstances all expenses involved in such arrangements become the responsibility of the next of kin or executors. The LSECA is unable to make a contribution towards private funeral costs.
- b. *Instructing the London Anatomy Office to make funeral arrangements.* If the London Anatomy Office arranges the funeral, a cremation will be conducted (currently at South London Crematorium between the hours of 8.30am and 10.00am) and all costs will be met by the London Anatomy Office. If this is the preferred option they will then be given further options:
  - i. To be notified of the date and time of the cremation
  - ii. To attend the service at cremation. This is a short committal service which lasts for approximately 10 minutes.
  - iii. To take possession of the ashes.

It is important for you to discuss these options with your nearest relatives in relation to the length of time for which the medical school can retain your body.

### **Service of Thanksgiving**

The London Anatomy Office organises a service of thanksgiving each year to commemorate donors from the previous calendar year. At the time of the donation your next of kin or executor can indicate on the forms they will be sent if they would like to be invited to attend. The names of the donors being commemorated are displayed throughout the service and relatives and friends are invited to bring a photograph of the donor they are commemorating, to be displayed during the service. Staff and students from the medical schools served by the London Anatomy Office will also be in attendance.

### **What to do in the Event of a Death: Procedure for Next of Kin or Executors**

The executor or next of kin must telephone the London Anatomy Office on 020 7848 8042 as soon as possible after the death occurs. The office is closed on Saturdays, Sundays and Bank Holidays. However, there is a voice mail system at the office so that the informant may leave their name and telephone number.

- If the death occurs in a hospital the body should be transferred to and held in the hospital mortuary pending a decision on acceptance for anatomical examination.
- If the death occurs at home or in a nursing home the deceased should be removed to a chapel of rest by an undertaker, and held under refrigerated conditions if possible.

In the meantime, the Anatomy Donations Co-ordinator will speak to the doctor issuing the death certificate and/or the general practitioner to ascertain suitability of the body for anatomical examination. The next of kin or executor will be informed within a short time about the decision.

If the deceased has to be taken to an undertaker's premises all costs incurred must be borne by the next of kin or the donor's estate. The London Anatomy Office only meets expenses from the time its undertakers take charge of the deceased.

### **If a Donation is Accepted**

- If a donation is accepted the body must be received by the London Anatomy Office within a specific time frame. If the body is in a refrigerated facility we must receive the body within five days of death. If no refrigeration is available the body must be received within three days.
- It is vital that the death is registered with the local Registrar of deaths as a matter of urgency. The registrar will issue the informant with a green certificate (Certificate for Burial or Cremation) and copies of the death certificate.
- If the body is being held in a hospital mortuary the next of kin or executor should return the Certificate for Burial or Cremation to the hospital because the mortuary may not release the body without it.
- The next of kin or executor will be sent pink and yellow forms from the London Anatomy Office. These call for a final decision on the disposal of the body.
- The completed pink and yellow forms, the green certificate (if not left at the hospital or undertaker's) and a copy of the death certificate must be sent to the London Anatomy Office as soon as possible.

### **If a Donation is not Accepted**

The next of kin or executor must proceed with normal arrangements for burial or cremation. It is regretted that the medical school cannot make any financial contribution to these private arrangements.

## **Notes for Completing the Body Donation Consent Forms**

Please ensure that both potential donor and witness sign and date the forms at the same time.

### **Who Can Act as a Witness**

Your witness can be a person of your choosing, including your spouse, next of kin, executor, legal professional, health professional, friend, neighbour etc.

### **What to Do Upon Completion of the Forms**

Return one copy of your completed consent form to the London Anatomy Office. Keep the remainder of the document with your will or personal papers. Please note that if you return your form in an A4 envelope a first class stamp doesn't cover the cost of postage. Please therefore use an envelope with a maximum size of the form folded in half.

### **Donor Card**

A donor card will be issued only to those who have completed and returned a valid consent form. If you would like to receive a donor card please enclose a stamped addressed envelope with your completed form.

### **Withdrawing Consent**

Consent can be withdrawn at any time. Simply notify the London Anatomy Office, in writing, and your details will be removed from our system and your consent form destroyed.



LONDON ANATOMY OFFICE

**Part A: Donor's Details - To be completed in BLOCK CAPITALS**

Title \_\_\_\_\_ Surname/family name \_\_\_\_\_

Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel no \_\_\_\_\_

Date of birth \_\_\_\_\_ Religion/faith group (if applicable) \_\_\_\_\_

**I WISH TO DONATE MY BODY AFTER MY DEATH. I UNDERSTAND THAT IT MAY BE USED FOR ANATOMICAL EXAMINATION, EDUCATION, TRAINING AND RESEARCH.**

**Part B: Consent - Please tick as appropriate**

1.  I do not place any restriction on the length of time that my body or body parts may be retained  
**OR**  
 My body can be retained for a maximum of 3 years and
- a.  Parts of my body may be retained upon conclusion of anatomical examination
  - b.  No part of my body may be retained upon conclusion of anatomical examination
2.  I consent to images being taken of my body or body parts. I understand that they will be used for education, training and research and that I will not be identifiable in these images.

**Part C: Witness Details**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Relationship to donor \_\_\_\_\_

**Part D: Signatures – To be signed and dated at the same time in each other's presence**

Signature of donor \_\_\_\_\_ Date \_\_\_\_\_

Signature of witness \_\_\_\_\_ Date \_\_\_\_\_

Complete both forms. Return one copy to the London Anatomy Office and keep the other with your Will or legal papers. **If you would like to receive a donor card please enclose a stamped addressed envelope.**





## LONDON ANATOMY OFFICE

**Part A: Donor's Details - To be completed in BLOCK CAPITALS**

Title \_\_\_\_\_ Surname/family name \_\_\_\_\_

Forename(s) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Tel no \_\_\_\_\_

Date of birth \_\_\_\_\_ Religion/faith group (if applicable) \_\_\_\_\_

**I WISH TO DONATE MY BODY AFTER MY DEATH. I UNDERSTAND THAT IT MAY BE USED FOR ANATOMICAL EXAMINATION, EDUCATION, TRAINING AND RESEARCH.****Part B: Consent - Please tick as appropriate**

1.  I do not place any restriction on the length of time that my body or body parts may be retained
- OR**
- My body can be retained for a maximum of 3 years and
- a.  Parts of my body may be retained upon conclusion of anatomical examination
- b.  No part of my body may be retained upon conclusion of anatomical examination
2.  I consent to images being taken of my body or body parts. I understand that they will be used for education, training and research and that I will **not** be identifiable in these images.

**Part C: Witness Details**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Relationship to donor \_\_\_\_\_

**Part D: Signatures – To be signed and dated at the same time in each other's presence**

Signature of donor \_\_\_\_\_ Date \_\_\_\_\_

Signature of witness \_\_\_\_\_ Date \_\_\_\_\_

Complete both forms. Return one copy to the London Anatomy Office and keep the other with your Will or legal papers. **If you would like to receive a donor card please enclose a stamped addressed envelope.**

