

Arranging a Muslim Funeral - Out of Hours Process

The following guidance is for Funeral Directors who are arranging a funeral out of normal working hours.

When a death is reported to you

We advise that you acquire all the necessary information in order to be able to provide the best possible advice to the family members who have contacted you.

Hospital deaths

The process at the hospital is not always clear cut. Often the senior nursing staff in the ward will advise the family to contact Bereavement Services or Patient Affairs the next working day however, families can request senior nursing staff or the hospital Duty Manager to assist in getting the Medical Certificate of Cause of Death (MCCD), issued.

If requested, the Duty Manager may prepare the MCCD with the attending doctor and the Medical Examiner (ME) and email it directly to the Registrar of Births and Deaths.

Note; The ME will also contact the next of kin and discuss the cause of death prior to issuing the MCCD.

Hospital body release

Hospital body release arrangements can only be made through the hospital Duty Manager. You can contact the Duty Manager for the respective hospital through the UHL switchboard on 0300 303 1573.

Note: On occasion we are experiencing difficulties with Duty Managers releasing bodies out of hours, more so at the Glenfield than any other hospital. In such situations please contact us for advice or to make arrangements.

Deaths at home or care home

Access to GP's on weekends and Bank Holidays can be very difficult however occasionally this can be possible for end of life cases where the GP is willing to be contacted out of hours and where such arrangements have been made by them with the family.

For expected deaths where a GP has been contacted and is willing to issue the MCCD, the process will be the same as that undertaken on a weekday. The GP will issue the MCCD, then scan and email it directly to the registrar for processing. Once this has been done the deceased can be collected, ghusl and kafn provided and made ready for burial.

For expected deaths where the GP could **NOT** be contacted, the deceased can only be collected and stored, **NO** ghusl or kafn can be performed until such time as the GP has been contacted and the MCCD issued.

For sudden or unexpected deaths, the death will be reported to the coroner. In such situations please follow our "When Death is Reported to the Coroner" process.

Out of hours registration of death

In order for the funeral to be arranged the death will need to be registered with the Registrar of Births and Deaths. They will issue the Burial Order, often referred to as the "green".

The on call Registrar will be available to register deaths between 10am-12pm on weekends. Once the Registration Service has received the MCCD from the hospital or issuing GP the on call Registrar will contact the next of kin to complete the registration.

Once the registration has been completed the Registrar will email the Burial Order directly to the Funeral Director/Arranger and Leicester City Council Cemeteries Department, no physical documents will be provided to the family.

Out of hours burial bookings

All out of hours burial bookings are done exclusively through Crescent Funerals. The registration process **must** be completed and the Registrars Burial Order **must** be provided to our Duty Officer before any enquiries for bookings can be made. Crescent Funerals can be contacted directly on **07999 776593** or **07833 533490**.

Out of hour's burials can also be booked through the Council's Cemeteries Department during their normal administration times, even if the actual burial time falls into "out of hour's".

To allow time for the processing of burial paperwork the cut-off for same-day burials by the Council will be 3:00pm Monday to Friday. The Council's Cemeteries Department can be contacted on 0116 373 7327.

For further information or assistance please contact:

Salim Mangera 07833 533 490

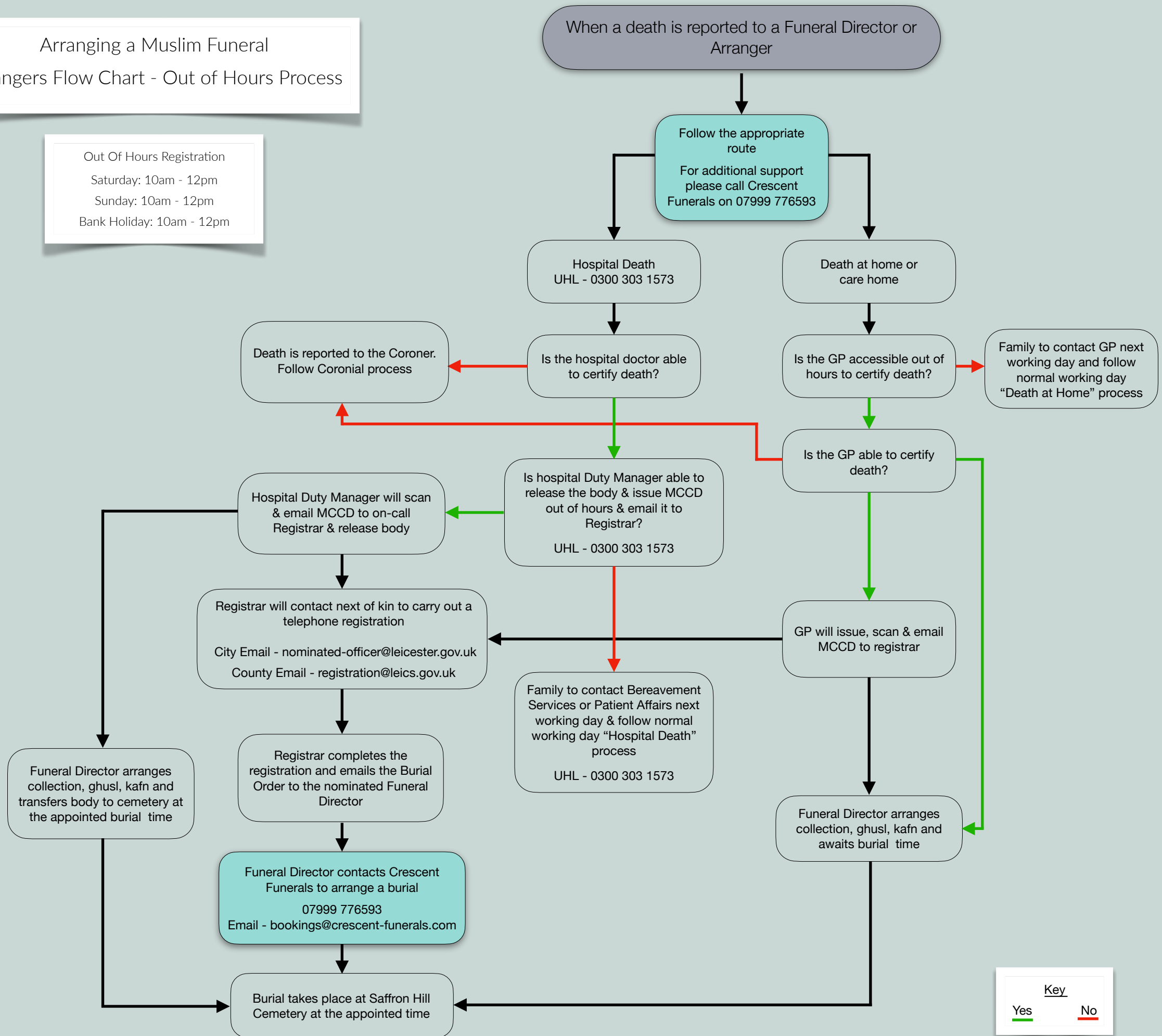
www.crescent-funerals.com

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Arrangers Flow Chart - Out of Hours Process

Out Of Hours Registration
Saturday: 10am - 12pm
Sunday: 10am - 12pm
Bank Holiday: 10am - 12pm



Key
Yes — No —