Bereavement Support in West Cheshire

A booklet for relatives and friends after the death of their loved one



Phone number to arrange for	r
collection of certificates	

(and belongings, if appropriate)

Please ensure that the person handing you this booklet fills
out below the names and direct dial phone numbers of the
senior staff who were responsible for the care of your
relative. This will enable you, if desired, to arrange to obtain

answers to any questions, if they arise later.

	Name	Direct Dial Phone No.
Senior Doctor (Consultant or GP)		
Senior Nurse (Ward manager, Nursing home manager, District nurse team leader, etc)		

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This booklet is part of a service which aims to ensure that bereavement support is available for anyone who may need it in West Cheshire, regardless of the place or cause of death.

For all of the service partners see the detail on the back cover.

On behalf of all the partners in the delivery of this booklet, we would like to offer our sympathy to you, your family and your friends at this very difficult time.

We hope that you will find this booklet helpful. We are extremely keen to receive your comments and suggestions so that we can try to improve future editions. If you feel able to do so, please let us have your views by filling in the details on the Feedback page, near the back of this booklet, and returning it to us.

The booklet is divided into two main sections, Part A and Part B.

Part A - The Practicalities

This first section aims to provide you with the immediate practical advice regarding the arrangements that will need to be made *over the next few days*. It gives answers to questions such as:

- How and where do I get the necessary medical certificates?
- · How and where do I collect belongings and valuables?
- What about post-mortems, organ donation and the Coroner?
- How do I arrange a funeral?
- · How do I register a death?

Part B - Coping with Bereavement and Grief

The second section aims to give some ideas for help and emotional support that many people may need *over the weeks and months to come*. It may help you to understand some of the emotions which are normal for people to feel whilst grieving and coping with bereavement.

If English is not your first language, you may find it helpful to take someone with you to help with translation when you attend the various appointments over the next few days

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Part A

The Practicalities

1. What needs to be done?

Following every death

- ▶ The next working day contact the place where your loved one died (or their own GP if they died at home) to arrange an appointment to:
 - · Collect any belongings and valuables, if necessary
 - · Collect the Medical Certificate of Cause of Death
- ▶ As soon as possible (certainly within 5 days) register the death at the Register Office
- Arrange a funeral, usually via a Funeral Director

Other things you should consider

- Whether or not you wish to arrange to view your relative
- Whether you want a burial or cremation to be arranged
- ▶ Talking to someone, e.g. Hospital Chaplain, bereavement staff, etc
- Contacting various authorities
- Informing others about the death

Other useful information can be found in the Department of Work and Pensions publication called "What to do after someone dies' from the Registrar of Births, Marriages and Deaths or via the website on www.gov.uk

2. Dealing with the immediate practicalities

2.1 Countess of Chester Hospital NHS Foundation Trust & Ellesmere Port Hospital

On the first working day following the death of your relative, please contact the Bereavement Support Office to enquire when the Medical Certificate of Cause of Death will be ready for collection.

Please remember: To avoid unnecessary delays and inconvenience we do ask that you telephone the Bereavement Support Office to arrange an appointment before coming to the hospital.

Countess of Chester Hospital Bereavement Office

- Tel: 01244 365110
- E-mail: <u>patient.servicesofficer@nhs.net</u>
- Open: Monday to Friday 10:00am 4:00pm
- Following a weekend or Bank Holiday, enquiries should be made after 10:00am on the next working day.
- The Bereavement Office is located in the main entrance area of the hospital.

Ellesmere Port Hospital – Hospital Administrator

- · Tel: 01244 362928 or 01244 362986
- Open: Monday to Friday 10:00am 4:00pm
- Following a weekend or Bank Holiday, enquiries should be made after 10:00am on the next working day.
- The Hospital Administrators Office at Ellesmere Port Hospital is located in the General Office next to Main Reception.
- During the telephone call the bereavement service staff will take details from you and if you have any questions they will be pleased to assist you. The information required by the bereavement office will be as follows:
 - Contact details for you as next of kin
 - Whether there will be a burial or cremation

- The name of the funeral director you are planning to use (if known)
- · The occupation or former occupation of the deceased
- ▶ We are aware that for some religious communities funerals must take place within specified timescales. Please do speak to a member of our team if there are reasons of urgency regarding the issuing of the death certificate in these circumstances.

Statutory Paperwork

- The Medical Certificate of Cause of Death will be issued as soon as possible, although occasionally there may be delays, particularly on a Monday or after a Bank Holiday. If a death occurs over the weekend you may not be able to collect the certificate until Tuesday at the earliest.
- Once the Medical Certificate of Cause of Death has been issued you will be able to make an appointment to register the death at the Register Office and obtain the official Death Certificate.
- When you come to the hospital you will also be given a release sign form which you will need to complete and give to your funeral director to allow them to collect the deceased from the hospital.

Can I visit my deceased relative?

Please telephone the mortuary staff on 01244 365360 to arrange an appointment to view your loved one in the viewing suite. Please leave a brief message and your call will be returned as soon as possible, this may be after 1:00pm. The appointment will usually be arranged in the afternoons: Monday to Friday between 1:00pm and 3:30pm.

Alternatively you can arrange to view your loved one outside of these times as overleaf:

Countess of Chester Hospital:

Please telephone the hospital switchboard on 01244 365000 and ask them to contact the Charge Hand Porter to arrange a suitable appointment.

Ellesmere Port Hospital

Please telephone the Hospital Administrator on 01244 362928 who will make the necessary arrangements.

Personal Belongings

If you need to attend the Bereavement Office to collect the property/belongings of your loved one, we ask that you bring along a form of personal identification with you. If, as the next of kin, you wish a different person to collect the property/belongings then the Bereavement Support Officer will require a letter stating that you are nominating someone to do this on your behalf. That person will also need to bring with them two forms of identification, e.g. passport and driving licence.

2.2 Hospice of the Good Shepherd

- ▶ Phone the Hospice on 01244 851091, if advice on the procedure has not already been provided or in the unlikely event the death has been reported to the Coroner.
- An appointment will be made for you to collect any personal possessions along with the Medical Certificate of Cause of Death (if not already provided), unless the death has been reported to the Coroner.

2.3 Nursing Home

- Phone the nursing home on the number you have been given if advice on procedure has not already been provided.
- An appointment will be made to collect any personal possessions along with the Medical Certificate of Cause of Death unless the death has been reported to the Coroner.

2.4 At home

- ▶ Expected death and seen by a GP in the last 14 days

 Verification of death may be performed by a GP or sometimes by
 a community nurse. The Medical Certificate of Cause of Death will
 be issued by a GP
- ▶ Unexpected death or not seen by a GP in the last 14 days
 It is not possible for a GP to issue a Medical Certificate of Cause
 of Death in these circumstances and the Coroner will need to be
 informed to deal with the case. See the later section dealing with
 "Deaths referred to the coroner"
- ▶ Death in evenings, in the night and at weekends

 Death can usually be verified by contacting the "Out of Hours
 GP service" or community nurse. Depending on the
 circumstances (see above) either the usual GP will issue a

 Medical Certificate of Cause of Death on the following working
 day or the Coroner will be informed to deal with the case.

You may wish to use the chart below for your appointments.

Appointment Information	Page	Date of Appointment	Time	Done
Collect Medical Certificate Cause of Death & personal possessions				
Arrange to view your friend or relative				
Register Office				
Funeral Director				

3. Deaths involving the Coroner

In some instances there is a legal requirement for the doctor to refer a death to the Coroner. This may result in a post-mortem examination. If you have any questions about a death being referred to the Coroner, the clinical team or Bereavement Officer involved will discuss and explain the procedure in detail.

Who are Coroners?

From July 2013, all newly-appointed Coroners must be lawyers. However a few existing coroners are doctors. Coroners are independent judicial officers – this means that no-one else can tell them or direct them as to what they should do but they must follow the laws and regulations which apply. Coroners are helped by their officers who are investigators typically employed by the police. These officers receive the reports of deaths and make enquiries on behalf of the Coroner. In the event that the death has occurred suddenly and unexpectedly in the community, it will often be a police officer who will have attended. However, unless the death has been deemed to be suspicious, the police officer will have attended on behalf of the Coroner.

What does the Coroner do?

A Coroner enquires into those deaths reported to them. It is their duty to find out the medical cause of death, if it is not known, and to enquire about the cause of death if it was due to violence, or industrial disease or was otherwise unnatural.

How are deaths reported to the Coroner?

Deaths are usually reported to the Coroner by the police or by the doctor who has been treating the deceased. A doctor will also report an unexpected death to the Coroner.

When is a death reported to the Coroner?

The death will be reported to the Coroner if it resulted from or occurred in any of these, and sometimes other, circumstances:

- The cause of death is unknown
- The deceased was not seen by the certifying doctor either after death or within 14 days before death
- The death was violent or suspicious
- The death was unnatural.
- The death may be due to an accident (whenever it occurred)
- The death may be due to self-neglect or neglect by others
- The death may be due to an industrial disease or related to the deceased's employment
- The death may be due to an abortion
- The death occurred during an operation or before recovery from the effects of an anaesthetic
- · The death may be a suicide
- The death occurred during or shortly after detention in police or prison custody
- The death occurred while the deceased was subject to compulsory detention under the Mental Health Act
- · For any other concerning feature

The Coroner may be the only person who can certify the cause of death.

What will the Coroner do?

The Coroner may decide that the death was quite natural and will allow a doctor to issue a Medical Certificate of Cause of Death. If not, the Coroner may ask a pathologist to examine the body by means of a post-mortem examination. If the result of the post-mortem examination shows the death to have been due to natural causes, the Coroner will issue the Medical Certificate of Cause of Death and this will be sent to the Register Office directly. The Coroner's Officer will advise you once this certificate has been issued and you may then make an appointment to register the death at the Register Office.

However, if after the post-mortem examination the Coroner decides that further investigations are necessary before deciding whether or not the death was naturally occurring, the Coroner will open a formal investigation. At this stage the Coroner will issue a burial or cremation order so that the funeral can take place. Because there will be a delay before a full death certificate is available, the Coroner will issue an interim death certificate which is accepted by most banks and building societies and will provide the necessary paperwork to allow the funeral to go ahead.

If, having opened an investigation, the Coroner decides that the death was due to natural causes, the Coroner will discontinue the investigation. At that stage the Coroner will issue a certificate as to the cause of death which will be sent to the Register Office direct. Again, the Coroner will advise you once this certificate has been issued and you should then make an appointment to register the death at the Register Office.

What if the death was not due to natural causes?

The Coroner will hold an inquest. The Coroner will formally open the inquest and then adjourn the proceedings for a full hearing which will take place at a later date.

If the Coroner has not opened an investigation as a preliminary, the Coroner will on opening the inquest issue a burial or cremation order; in no circumstances will the funeral be delayed until after the inquest has been completed.

An inquest is an inquiry to find out exactly who has died and how, when and where they died, together with information needed by the Registrar of Deaths, so that the death can be registered.

For further information regarding Coroner's procedures you can contact the Coroner's office:

Cheshire Coroner's Office

The Coroner's Office is open Monday to Friday 8.00am - 4.00pm and is located at The East Annexe, Town Hall, Sankey Street, Warrington WA1 1UH Tel: 01606 363393

For further information regarding Coroners go to: www.homeoffice.gov.uk

4. Organ, Tissue and Corneal Donation

Some people may wish to help others in the event of their death through the gift of donating organs and/or tissues for transplant. By doing this they can help to save and transform the lives of others through this amazing gift. Many people have registered their wishes about this on the National Organ Donor Register, or they may have discussed this with their friends and family instead. Even if your loved one's wishes are unknown to you, but you feel that this is something they would have wanted to do, if it is medically possible, then you as the next of kin can give your permission for it to take place. No organs or tissues would ever be removed without your express consent to proceed and without a full discussion with a specialist in this field.

Organ donation

The donation of organs such as liver, heart, lungs, kidneys and pancreas is only possible from a small number of patients who have died in hospital. This is usually only possible from patients who have been on a ventilator prior to their death in Intensive Care Units or Emergency Departments. The consultant looking after the patient and/or the Specialist Nurse in Organ Donation will have discussed this with you at the time of your loved one's death if this was an option for your relative.

▶ Tissue & corneal donation

People who have died at home, in a hospice or in hospital from any ward or department area, may be able to donate tissues & corneas up to 24-48 hours after their death.

The majority of adults and children can donate tissues & corneas. There is no age limit for some tissues, though there are some medical contraindications to donation, which can be discussed with you and assessed for suitability.

Many families find the donation of tissues, such as corneas, skin, bone, tendons and heart valves a source of comfort, as

something positive that can result from something very sad. Tissue & corneal donation can transform and rebuild the lives of adults and children with a range of medical conditions such as severe burns or heart defects. Corneal donation can give two people back the gift of sight. One tissue donor may help up to 50 people. Great care and respect will be taken with your relative and the donation, and you can still view your relative as normal post-donation. Tissue & corneal donation will not delay funeral arrangements.

If this is something you would like to discuss further and have more information on please call the **National Referral Centre for Tissue Services**, to speak to one of their Specialist Nurses on: **0800 432 0559**. This is a 24 hour pager service, please leave your name and number and someone will get back to you.

5. Post-mortem examinations

Coroner's post-mortems

Tissue cannot be taken from the body for any purpose except to establish the cause of death. Sometimes small pieces of tissue (similar to a biopsy with a live patient) are taken for examination under the microscope in order to establish the cause of death. You will be consulted if this is the case. Rarely, it is necessary to retain a whole organ for a limited period of time but this will not happen without you being consulted. The consultation process will include taking your instructions as to whether the organ in question is to be returned to the body or otherwise disposed of.

Hospital post-mortems

Occasionally the doctor treating the deceased may seek consent from relatives for a post-mortem examination to be carried out in order to gain a fuller understanding of the deceased's final illness or the cause of death. It may also be carried out to obtain tissue or any part from the body for the purpose of future medical education or research, which will help to contribute to better care of other patients in the future. This kind of post-mortem examination is only carried

out with the full consent of the deceased's next-of-kin. It is however not a legal requirement. Where a hospital post-mortem is carried out the Medical Certificate of Cause of Death will still be issued by the hospital.

6. Registering the death

Where to register the death

You will need to make an appointment to register the death. This must be done within 5 days (unless it has been reported to the Coroner) and, usually, in the district Register Office where the death has occurred. Please note, a death cannot be registered without a Medical Certificate of Cause of Death. Chester Register Office is open Monday to Friday 8.45am to 5pm, excluding bank holidays. It is located at:

Chester Register Office,

Goldsmith House, Goss St, Chester, CH1 2BG. To make an appointment please ring 01244 972938

If you live in the Ellesmere Port area, the Northwich area or the Winsford area you may wish to make an appointment to attend your local office. Do still ring the Chester office but indicate that you would like to register the death at one of these other offices. You will then be given an appointment and directions to find the relevant office. Alternatively, it may be possible to book an appointment online to register the death in Cheshire West. There is more information on the website below:

Website: www.cheshirewestandchester.gov.uk/registration

E-mail: <u>chesterregisteroffice@cheshirewestandchester.gov.uk</u>

Arrangements can be made to register a death elsewhere, but this may delay the funeral by a few days as the forms have to be posted to the office where you wish to register the death.

How to register the death

- 1 Collect the Medical Certificate of Cause of Death.
- 2 Make an appointment at the Register Office.
- Take the Medical Certificate of Cause of Death to the Register Office within 5 days. If the hospital doctor has spoken to the Coroner about the death, the COCH Bereavement Support Service staff will advise you on the procedures in these circumstances.

Who can register the death

- A relative of the deceased
- Someone present at the death
- The person making the funeral arrangements

Please note if English is not your first language you may prefer to take someone with you to help.

What needs to be taken to register the death

- The Medical Certificate of the Cause of Death.
- The deceased's medical card, if available.
- The deceased's birth certificate, if available.
- The deceased's marriage or civil partnership certificate, if appropriate and available.
- It may also be helpful to take a document showing your own name and address, such as a passport or driving licence and a utility bill.

What the registrar will need to know

Tick when you have the following information.

The date and place of death.	
The deceased's last usual address.	
The deceased's full names and surname (and maiden name where appropriate).	
The deceased's date and place of birth (town and county if born in the U.K., and country if born abroad).	
The deceased's occupation (or last occupation if retired), and the name and occupation of their spouse or civil partner if applicable.	
Whether the deceased was receiving a pension or allowance from public funds.	
If the deceased was married, the full name and date of birth of the surviving widow, widower or civil partner.	

The registrar will give you:

- A certificate of burial or cremation: this certificate is green in colour and should be given to your Funeral Director as early as possible.
- A certificate of Registration of Death (Form BD8): this may need to be sent to the Social Security Office and is provided free of charge. Read the information on the back of the certificate and if any of it applies, fill in the certificate and post or take it to your Social Security office.
- The death certificate (or death entry): this is a copy of the entry
 in the Death Register and is available for a small fee so
 remember to take a payment method with you. You may need
 more than one death certificate, depending on the Will and
 whether there are any pension claims or insurance policies etc.
 Further copies can be obtained at a later date if required.

Other useful information can be found in the Department of Work and Pensions publication called 'What to do after someone dies' or by accessing the website on www.gov.uk

7. Choosing a Funeral Director and arranging a funeral

You do not have to wait until you have registered the death before contacting a Funeral Director. Funeral Directors are available 24 hours a day, 7 days a week and the earlier the Funeral Director becomes involved, the sooner they will be able to act on your behalf. However the final arrangements for the funeral should not be made until you are sure the death does not have to be referred to the Coroner. If the death has been referred to the Coroner his office will advise you what to do. Your Funeral Director will liaise with the Coroner for you.

If there is to be a post-mortem examination the date when the funeral can be held may be affected.

The deceased may have left instructions regarding their wishes for funeral arrangements.

Funeral Directors' addresses and telephone numbers can be obtained from your local telephone directory, Yellow Pages, Thompson's Local Directory, or the internet.

Rights and options

The main requirements in England and Wales are that the death is certified by a Doctor or Coroner, that it is registered with a Registrar of Births, Marriages and Deaths and that the body is either buried or cremated.

- You do not have to have a funeral ceremony
- You do not have to have a religious minister
- You do not have to use a Funeral Director
- A ceremony does not have to take place in a crematorium or place of worship

Alternatives to traditional funerals

There are more options concerning the content of a funeral ceremony and its duration than many people realise. The majority of people choose to make their arrangements through a Funeral Director. But some people see "do-it-yourself" funerals as more personal and less expensive. If this approach appeals and you have time to research and prepare, enquire at the cemeteries and crematorium department of your local authority for guidance. You could also get information from the Natural Death Centre (www.naturaldeath.org.uk Tel: 01962 712690) or British Humanist Association (www.humanism.org.uk/ceremonies/non-religious-funerals/ Tel: 020 7324 3060). Some Funeral Directors are willing to help with such funerals.

Repatriation

Sending bodies abroad requires permission from the Coroner at least four days before the body is to be moved. The paperwork that is required and the regulations are dependent on the country of destination and need to be checked with the relevant Embassy or Consulate. Some Funeral Directors have experience with repatriation and can give advice.

Choosing a Funeral Director

Funeral Directors will manage funeral arrangements and give advice and support. Check if the Funeral Director you choose belongs to a trade association. This requires them to provide full information about their services and prices. These factors may influence your choice:

- Location of the firm's premises
- · Range of services provided
- · The way you are treated by the staff
- Cost
- · Recommendation of those who have used the service
- Ownership (small family business or large firm)

A simple funeral

Most people would probably require the Funeral Director to provide the following services as a minimum:

- · Make all the necessary arrangements
- · Provide appropriate staff
- Provide a suitable coffin
- Transfer the deceased from the place of death to the Funeral Director's premises
- Care for the deceased prior to the funeral
- Provide a hearse to the nearest cemetery or crematorium
- · Arrange for burial or cremation as appropriate

Embalming, viewing of the deceased, or providing a limousine for mourners are optional extras.

Funeral costs

Costs for the same services may vary considerably from one Funeral Director to another. You may wish to get more than one quote to compare costs. "Disbursements" are fees paid to others, e.g. for cremation, minister, doctor's certificates, newspaper announcements, flowers, etc. Assets are generally frozen after a death, but the deceased's bank will honour the funeral cost (provided there are enough funds in the bank account). Remember the cheapest or most expensive service is not necessarily the best value.

Paying for a funeral

If you arrange a funeral, you are responsible for paying the bill, so please check where the money will be coming from and if there is enough.

If you are finding it difficult to pay for a funeral that you have to arrange, you maybe entitled to receive help via a Funeral Payment from the Department for Work and Pensions, providing you or your partner are in receipt of certain benefits and meet the rules on your

relationship with the deceased. More information on how to claim can be found at www.gov.uk/funeral-payments.

Please note there may still be a fee which has to be paid immediately, even if you are entitled to receive a Funeral Payment. Please discuss this with your Funeral Director.

You may also be eligible for bereavement benefits and more information can be found at www.gov.uk/browse/benefits/bereavement or by phoning the Pension Service Bereavement Service helpline on 0345 606 0265 (Welsh language helpline: 0345 606 0275).

Your local Citizens Advice Bureau can help with all legal and practical matters following a death. The telephone numbers are listed in Part B, Section 6.

Age UK provides advice and information to anyone over the age of 50 about funeral arrangements and welfare benefits etc. See Part B, Section 6.

8. Wills

If you have any queries about the deceased person's will or regarding the absence of a will you can contact:

Liverpool District Probate Registry

Tel: 0151 236 8264

HMRC Probate and Inheritance Helpline: 0300 123 1072

9. Who else needs to be told?

You will probably want to let family, friends and neighbours know of the death right away. There are several other people who may also need to know and the table below may be helpful to you.

The Department of Work and Pensions offers a service called 'Tell Us Once' which you may find useful, as one call should notify several government departments of the death of your relative. Your registrar will give you a unique reference number to access the service.

Done

The Priest, Vicar or Minister of Other Faiths	
Family Doctor	
The Benefits Agency (pensions, benefits)	
The Bank, Giro, Credit Cards, Building Society	
Social Services (home help, home care)	
Schools, Colleges or Universities attended	
Place of work (occupational pension)	
Executors of the Estate (wills)	
Solicitor	
Insurance Companies	
Library Service	
HM Revenue and Customs (Inland Revenue / Tax Office)	
Residential or Nursing Home	
Landlord, Housing Department	
Electricity, Gas, Telephone, Water Companies	
Post Office (redirect mail)	
D.V.L.A Swansea	
Careline	
Cancel existing appointments i.e. hospital	

The deceased may have been living alone so you will need to ensure that their home is secure and remove all signs that indicate no-one is there. You may wish to collect spare keys from other relatives, friends and neighbours.

Please note if you are writing to a solicitor, bank, building society or insurance company etc you will need to include an official copy of the Death Certificate or Coroner's Interim Death Certificate, so do try to obtain the required number of copies when at the Register Office to save the inconvenience of having to get extra copies later. Photocopies are not accepted for insurance or legal reasons. You may need to include the relevant account and policy numbers if available.

10. Hospital, Hospice and Community Chaplains and Ministers

The Chaplaincy team and spiritual care team are available to offer spiritual, religious and pastoral care for bereaved people as part of a wider 'multi-faith' Chaplaincy provision. The Chaplaincy team also have up-to-date contact details for the leaders of other local Faith Communities and the Humanist Society. Alternatively, for friends and families who have died in the community you may want to contact your own ministers or spiritual care leaders. To speak to a Chaplain from the Countess of Chester Hospital or the Hospice see telephone numbers below:

Countess of Chester Hospital: 01244 364543 Hospice of the Good Shepherd: 01244 851091

11. Example letter

Here is an example of a letter that you may find useful when informing people about the death.

[Your Name] [Your Address] [Your Postal Code] [Your Telephone Number]

Date

[Address to whom you are writing]

[Name]

[Department]

[Company]

[Road]

[City]

[Postal Code]

Dear Sir/Madam,

I wish to inform you of the death of [name of the deceased and date of birth].

Please find enclosed with this letter the documentation/papers that need to be returned to you.

[Name of deceased] died in or at [hospital name or home address] on [date].

If you require any further information please contact me at the above address.

Yours faithfully

[Your Name]

Notes



Notes



Part B

Coping with Bereavement and Grief

The death of someone close can be devastating. There is no 'right' or 'wrong' way to grieve and your experience of grief will be different from other people's. Your reactions may be influenced by a number of things including your previous experiences of bereavement, your age and personality, your religious and spiritual beliefs, cultural background, your actual life circumstances and how you cope with loss.

The following information aims to help you understand some of the emotions which you may face during your bereavement and to make some practical suggestions to help you through this difficult time. At the back of this booklet there are some addresses and telephone numbers of organisations which may be helpful to you.

1. Understanding grief

Every person's experience of grief is different but when someone close dies you may initially feel **shocked**, **numb**, **angry**, **guilty and scared**. These feelings can change to feelings of **sadness**, **pining**, **loneliness** - thinking about how you will cope in the future may frighten you.

These are some of the common feelings that many people share and over time you may find that these feelings lessen. Whilst every person's experience of grief is unique there are some common reactions to be eavement.

'Is it normal to have physical reactions to my loss?'

Physical reactions to a death are very common. You may find you don't want to eat, you feel exhausted and frequently people find that

they are unable to sleep. Poor sleep patterns can leave you unable to think clearly and feeling drained. Other physical symptoms can include feeling empty inside, headaches, stomach aches and generally feeling run down. Whilst these reactions should pass in time, if they persist you may want to consult your GP.

'Am I going mad? I keep on hearing their voice'

You may have what you feel are some odd experiences. It is not unusual to see or hear the person who has died. Many people talk to the person as if they were still there. This can happen when you are not expecting it, almost as if your mind has 'forgotten' for a moment that they have died.

'Why can't I stop going over and over every detail of his last few days?'

It is a common reaction to keep on repeatedly thinking about what happened particularly if the death was sudden and traumatic or occurred in traumatic circumstances. It seems to be the mind's way of processing what has happened and this tends to reduce over time. Talking with the health care professionals involved at the time of death may help – see the contact details on the front cover.

'I feel like there's no point in going on'

It is not unusual for people coping with bereavement to think about their own death and ending their own life as a way out of the pain. It is really important to share these thoughts with people you can trust. It is very common to feel hopeless and despairing after the death of someone close but if these feelings continue and you feel overwhelmed, please see the section on **When to seek further help** on page 26.

'I just feel so guilty'

A lot of people wonder whether they could have done anything differently which might have helped or prevented the death; they may feel guilt at somehow having let the person down or think constantly 'if only I had ...'. It is also common to feel relief at someone's death following a long and painful illness and then to feel

guilty for feeling like this. It can be extremely painful to live with these emotions but ultimately feeling guilty will not help. If you can, try and focus on the good times and avoid focusing on events in the past which you cannot change.

If you find you cannot move past these feelings of guilt, you may choose to seek support to talk about them further (see page 34).

'Why do I feel so angry?'

Unfortunately the death of someone close can bring changes in terms of financial and family responsibilities that you may feel you can't cope with. You may feel really angry that you are being left on your own to handle all these things. Or perhaps you feel angry with someone you consider to be responsible for the death. Anger is a healthy and normal part of grief. It is a reaction to feeling out of control and abandoned. If you do have any questions about the final illness of your loved one, then it may well be helpful to make contact with the doctors or nurses who looked after them - see the contact details on the front page of this booklet.

'Why have people stopped caring?'

'They don't come around any more or ring me like they used to'. Sometimes people avoid the bereaved person because they don't know what to say or are scared of upsetting you. Sometimes people just do not realise how long it takes to recover from a death and expect you to be feeling better very quickly. You may need to tell friends and family that it helps to talk about the person who has died.

"I can't concentrate and I am worried about how I will cope at work' People find it hard to concentrate after a death; you may find it really difficult to read a book or watch television; it's quite normal to feel like this and to forget where things are or what you are meant to be doing. However this can be worrying and can cause problems at work. It is a good idea to talk to your manager to explain this. It may even be worthwhile exploring whether there is a possibility of altering your working hours or other ways of working to help you through this difficult period.

'When am I going to start to feel better?'

It takes time to heal from grief and each of us responds differently. Coming to terms with a death is a very gradual process which can take a long time. In the initial days after a bereavement family and friends often pull together and support you but frequently the reality of the death takes time to sink in and it is often when family and friends think you should be 'getting better' and pull back a little that you feel at your most lonely and sad.

Over time people usually find that they are able to get on with their lives whilst continuing to remember their loved ones. Generally people start to feel like this within one or two years of the death. If you are beginning to start rebuilding your life try not to feel guilty. It is normal to begin to recover and to start to rebuild your life — it does not in any way mean you are being disloyal to the person who has died.

2. Taking care of yourself - do's and don'ts

It is generally agreed that the following may be helpful at this difficult time.

- Do express your emotions.
- Do remember that you need time to rest, think and sleep.
- **Do** be gentle with yourself. If you have a bad day, put it behind you and have another go.
- **Don't** stifle your feelings.
- Don't avoid talking about what has happened.

3. Supporting children and young people

Adults try to protect children, often afraid they will make the situation worse for the children, believing they are too young to understand. Adults also try to shield children, believing that not talking will protect them from feelings of sadness and pain. However, this can leave children feeling excluded, afraid and alone, unable to ask questions relating to illness and death. Like adults, children will feel a range of emotions such as: sadness, anger, confusion, fear, loneliness, guilt and disbelief.

Behaviours you might see in a child who is bereaved:

- Children may become clingy.
- They may show distress at separation from family members.
- Children may worry about their health and that of those around them.
- Children may have difficulties concentrating and become distracted.
- Children can become the compliant child or naughty child.
- They might have difficulties eating or sleeping.

Dealing with these behaviours can seem overwhelming and you may feel you need support.

What children need:

- An opportunity to make sense of what has happened, and tell their own story.
- Clear, age-appropriate information about what has happened, and what is happening now, and to be included.
- Reassurance about their own health and that of those around them.
- Reassurance that it is not their fault.
- Adults who will answer questions and share their feelings.
- An opportunity to remember the person who has died.
- An opportunity to attend the funeral, and contribute to the way
 the service is run. Further information on children and funerals
 can be found at www.stchristophers.org.uk/leaflet/candle-children-and-funerals

Talking reduces both isolation and anxiety. It enables children to understand their own experience of bereavement and that of others. It fosters an ability to cope, and empowers them with a more positive outlook.

4. When to seek further help

The following is a list of symptoms and feelings often associated with grief. Whilst these can be a normal part of grieving, if they persist and make it difficult to manage day-to-day tasks you may wish to seek professional help if you:

- Are always feeling exhausted, anxious, suicidal, depressed, helpless, experiencing uncontrollable anger, sleeplessness or feeling stressed.
- Are becoming withdrawn and unable to speak or spend time with family and friends, or are finding it difficult to cope at work, school etc.
- Are becoming dependent on drugs or alcohol.
- Have little desire to get involved in activities you once enjoyed.

Your family doctor may be able to help particularly if you are worried about your own health. You can also contact the West Cheshire Bereavement Service hosted by the Hospice of the Good Shepherd on 01244 853193 to discuss whether there may be other avenues of support that you could explore to help you through this difficult time. Remember, this may be in the first few weeks, many months or years after someone has died (refer to the section on page 35 'where can I get support at a later date?').

5. Useful booklets and leaflets

- What to do after someone dies www.gov.uk/after-a-death/overview
- Funeral Payment form (SF200 10/14)
- How to obtain Probate (PA2)
- Reading for adults on bereavement see the following website or ask your local library www.stchristophers.co.uk/library
- Reading for children and young adults on bereavement see the website below, if you do not have access to the internet, your local library will be able to help you. www.stchristophers.org.uk/candle

6. Support organisations

Local organisations that may be able to offer help

General

West Cheshire Bereavement Service

Hospice of the Good Shepherd, Gordon Lane, Backford, Chester, CH2 4DG

Tel: 01244 853193

Email: bereavement@hospicegs.com

Website: www.hospiceofthegoodshepherd.com

Service offering bereavement support through counselling or befriending for all bereaved people throughout West Cheshire, irrespective of cause or place of death. The service also offers pre-bereavement support. Information on coping with bereavement, including a section on talking to someone who is bereaved, is available on the Bereavement Service section of the website.

Citizens Advice Bureau - Chester

The Bluecoat, Northgate Street, Chester, CH1 4EE

Tel: 0344 57 66 111 Website: www.cwcab.org.uk

Citizens Advice Bureau - Ellesmere Port

1 Whitby Road, Ellesmere Port, CH65 8AA

Tel: 0344 57 66 111 Website: www.cwcab.org.uk

The Citizens Advice service helps people resolve their legal, money and other problems by providing free, independent and confidential advice.

Cruse Bereavement Care - Wirral

Tel: 0151 645 6604

Website: www.cruse.org.uk/wirral-area

Offers counselling, support and advice for people living on the Wirral.

Cruse Bereavement Care - North Wales

Tel: 01492 536577

Website: www.crusenorthwalesarea.btck.co.uk

Offers counselling, support and advice for people living in North Wales.

Parabl Talking Therapies

Tel: 0300 777 2257 Website: www.parabl.org.uk

For people in North Wales Parabl Talking Therapies provides short-term therapeutic interventions for individuals facing common mental health difficulties or challenging life events which may be impacting on their

emotional wellbeing.

Macmillan Community Support Service

Tel: 07455 758717

Email: northwestdvs@macmillan.org.uk

Service offering practical and emotional support to anybody in Chester, Ellesmere Port and the surrounding area adjusting to the loss of a loved

one, regardless of place or cause of death.

Macmillan Support & Information Manager

Countess of Chester Hospital, Liverpool Road, Chester, CH2 1UL

Tel: 01244 364948

Email: Cancer.support@nhs.net

This service is to support patients or family members or anyone who is or has been affected by cancer. This can include bereavement support, particularly when there are waiting times to access other services. Face-to-face appointments are available.

Mollington Drop-in for the Bereaved

Mollington Village Hall, Station Road, Backford, CH1 6NT

Tel: 01244 853193

Email: bereavement@hospicegs.com

Website: www.hospiceofthegoodshepherd.com

The drop-in is open on the 1st and 3rd Tuesday morning of every month, between 10:00am and midday. Befrienders invite you to join them socially to meet others who have also experienced bereavement and offer support. The befrienders also visit people in their homes. The service is run by the Bereavement Support Service hosted by the Hospice of the Good Shepherd.

The Samaritans - Chester

36 Upper Northgate St, Chester, CH1 4EF

Tel: 01244 377999 (local charges apply) or 116 123 (free and anonymous)

Website: www.samaritans.org

24-hour telephone emotional and practical support, and face-to-face

befriending during the day at local branches.

Widowed Friends - Chester

Email: widowedfriends@outlook.com

Chester-based friendship and social group for widows, widowers and people bereaved of their partner, however long ago.

Widows and Widowers of Cheshire

Website: www.meetup.com/widows-and-widowers-of-cheshire/

Chester-based group for people who have lost a partner. No restriction on membership location – if you are willing to travel, you are welcome. Not a support group or bereavement group as such, and definitely not a dating site, just a group of people getting on with life and having a lot of fun and laughter together.

Family & Child Bereavement

Elsie Ever After

Website: www.twitter.com/ElsieEverAfter

www.facebook.com/ElsieEverAfter

elsieeverafter@hotmail.com Fmail[.]

Cheshire-based organisation supporting bereaved families.

The Sunstone Centre at Hope House Children's Hospice

Tel: 01244 340 759

Website: www.hopehouse.org.uk/care/counselling

Counselling services and support for local families bereaved of a child.

Reflect Children's and Young People's Counselling Service

Hospice of the Good Shepherd, Gordon Lane, Backford, Chester, CH2 4DG

Tel: 01244 851104

Email: reflect@hospicegs.com

Website: www.hospiceofthegoodshepherd.com

Reflect offers information, support, sign posting and one-to-one counselling for children, young people and their families who are bereaved or have a family member with a life-threatening or life-changing diagnosis. Covers

Chester, rural Chester, Deeside and Ellesmere Port.

National Organisations That May Be Able to Offer Help

General

Age UK

Tel: 0800 169 8787 Website: www.ageuk.org.uk

Provides information and advice to people over 50 on a variety of topics.

Bereavement Advice Centre

Tel· 0800 634 9494

Website: www.bereavementadvice.org

Offer practical information and advice on the issues and procedures facing us

after a death.

Bereavement Trust

Tel: 0800 435 455

Website: www.bereavement-trust.org.uk Support for anyone who has been bereaved.

The Bereavement Register

Tel: 020 7089 6403 or 0800 082 1230

(24hr automated registration service)

Website: www.the-bereavement-register.org.uk

Service specifically designed to remove the names and addresses of people who have died from databases and mailing files.

Cruse Bereavement Care

Tel: 0808 808 1677 Website: <u>www.cruse.org.uk</u>

Offers counselling, support and advice. A newsletter and extensive list of books

and leaflets are published.

Lesbian and Gay support from London Friend

Tel: 020 7833 1674

Website: www.londonfriend.org.uk

Charity offering advice and emotional support to people bereaved by the death

of a same sex partner.

NHS Live Well

Website: www.nhs.uk/livewell/bereavement/pages/coping-with-bereavement.aspx NHS page with information on bereavement.

Roadpeace

Tel: 0845 4500 355 Website: <u>www.roadpeace.org</u>

Practical and emotional support service to those bereaved and injured through

road traffic accidents.

SAMM (Support after Murder and Manslaughter)

Tel: 0845 872 3440 Website: www.samm.org.uk

Help for people who have suffered the loss of a child, relative or friend of any age as the result of murder or manslaughter. Secure telephone helpline,

online forum, and non-religious weekend retreats.

Silverline

Tel: 0800 4 70 80 90

Website: www.thesilverline.org.uk

The Silver Line is the only free confidential telephone helpline offering information, friendship and advice to older people in the United Kingdom that's available 24 hours a day.

Support Line

Tel: 01708 765200

Email: info@supportline.org.uk

Provides emotional support and details of agencies, support groups, helplines

and counsellors.

Tenovus Cancer Care

Tel: 0808 808 1010

Website: <u>www.tenovuscancercare.org.uk</u>

Charity offering telephone support or online support plus monthly bereavement

support group based in Wrexham

Terrence Higgins Trust

Tel: 0808 802 1221 (Monday-Friday, 10am-8pm)

Website: www.tht.org.uk

Practical and emotional support to anyone who has lost someone to HIV/AIDS

Widowed and Young

Website: www.widowedandyoung.org.uk

WAY is a peer-to-peer support group for men and women aged 50 or under

when their partner died.

Family & Child Bereavement

Care for the Family

Tel: 029 2081 0800

Website: www.careforthefamily.org.uk/family-life/bereavement-support
Organisation promoting family life, offers bereavement support to those widowed young and those bereaved of a child, as well as support and advice for those who are currently supporting a bereaved person.

Child Bereavement Charity

Tel: 0800 028 8840 (helpline - free from landlines)

or 01928 577 164 (Cheshire)

Website: www.childbereavementuk.org

Offering support to those who have been bereaved of a child, or to children

facing bereavement.

Child Death Helpline

Tel: 0800 282 986 (free from landline) or 0808 800 6019 (free from mobile)

Website: www.childdeathhelpline.org.uk

Helpline for anyone affected by the death of a child, in any circumstances, no matter how recently.

Childhood Bereavement Network

Website: www.childhoodbereavementnetwork.org.uk

Online directory of open access services for bereaved children.

Childline

Tel: 0800 1111

Website: www.childline.org.uk

Confidential help and support for children and young people.

Hope Again

Tel: 0808 808 1677 freephone helpline

Website: www.hopeagain.org.uk

Cruse's website for children and young people.

Reuben's Retreat

Website: www.reubensretreat.org

Charity in the process of developing a retreat for bereaved families. Other breaks are available through partner organisations while the retreat is being completed.

SANDS (Stillbirth and Neonatal DeathCharity)

Tel: 020 7436 5881

Website: www.uk-sands.org/support

Organisation supporting anyone affected by the death of a baby, either before, during or shortly after birth. Includes sections for fathers and those long-ago bereaved.

Tamba (Twins and Multiple Births Association)

Website: www.tamba.org.uk/bereavement

Charity supporting parents of multiple births, including Facebook bereavement support page.

The Compassionate Friends

Tel: 0345 123 2304 Website: <u>www.tcf.org.uk</u>

Organisation of bereaved parents offering support and understanding after the death or a child of any age.

The Lullaby Trust

Tel: 0808 802 6868 (Mon-Fri 10am-5pm, Sat/Sun/Bank Hols 6pm-10pm)

Website: www.lullabytrust.org.uk

Specialist support for bereaved families and anyone affected by a sudden

infant death.

Winston's Wish

Tel: 08088 020 021

Website: www.winstonswish.org.uk

Practical support and guidance to families and anyone concerned about a

grieving child.

Meningitis

Meningitis Now

Tel: 0808 80 10 388

Website: www.meningitisnow.org

Charity offering information and support about Meningitis.

Motor Neurone Disease (MND)

Motor Neurone Disease Association

Tel: 01604 250505

Website: www.mndassociation.org

Organisation supporting those affected by MND.

Suicide

CALM (Campaign Against Living Miserably)

Tel: 0800 585858

Website: www.thecalmzone.net

Organisation dedicated to preventing male suicide

Papyrus

Tel: 0800 068 4141

Website: www.papyrus-uk.org

Charity dedicated to the prevention of young suicide.

SOBS (Survivors of Bereavement by Suicide)

Tel: 0300 111 5065 (9am - 9pm daily)

Website: www.uk-sobs.org.uk

Exists to meet the needs and break the isolation of those bereaved by the

suicide of a close relative or friend.

7. Where can I get support at a later date

We hope this booklet has helped you understand some of the ways losing a loved one can impact on you practically, emotionally and physically. If you feel you are struggling, or you are worried about a friend or relative, you may wish to contact your GP or one of the organisations in the booklet. Or you may wish to receive more one-to-one support via counselling or befriending, in which case please contact the West Cheshire Bereavement Service hosted by the Hospice of the Good Shepherd on 01244 853193, by emailing bereavement@hospicegs.com or visiting our website at www.hospiceofthegoodshepherd.com.

Alternatively, return this page by post and the service will contact you to discuss your requirements.

Name:
Address:
Postcode:
Phone number:

Please return to:

West Cheshire Bereavement Service Hospice of the Good Shepherd Gordon Lane Backford CH2 4DG



Feedback Form for Comments and Suggestions

Your feedback is invaluable to us and we would appreciate it if you would complete this form to give us your views on the contents of this booklet, how helpful you found it and how it could be improved for future editions.

1.	Did you find this booklet useful? Yes / No	
	Was there one aspect of the booklet which was most useful to you?	
	Was there one aspect of the booklet which was least useful to you?	
	Was there anything you would have liked to find in the booklet which was not included? s / No If Yes, please give detail	
	Where did you receive the booklet from? GP / Hospital / Friend or relative /	
6.	Any other comments?	
Name:		
Address:		
	Postcode:	
Tel	lephone:	
	nail:	
We might wish to contact you to clarify your comments or to request further feedback in the future. If you would prefer not to be contacted please tick here [].		
Fe Go	ank you for the time taken to offer us your comments. Please return completed form to: edback, West Cheshire Bereavement Service, Hospice of the Good Shepherd, ordon Lane, Backford, Chester, CH2 4DG. feed back by email to bereavement@hospicegs.com by visiting www.hospiceofthegoodshepherd.com	

Notes



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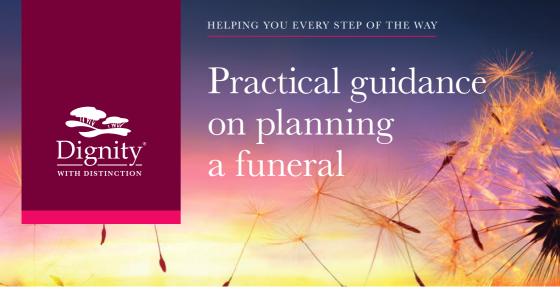
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Call: 0161 624 2299, Email: info@lifeforalife.org.uk or Visit: www.lifeforalife.org.uk





In Memory Donations

Making a donation in memory of a loved one is a way of celebrating the life of someone special and allows the hospital to provide more for our patients.

Donations can be made to any ward or area of care.

Donation envelopes are available from our office in the main reception of the Countess and we are open Monday—Friday 9am –5pm.

Call 01244 366240 for more information

Thank you

A Gift in Memory

A gift in memory no matter the size will make a big difference

A gift in memory is a way of honouring the life of someone special while making a difference to the lives of others. A lasting tribute, your gift will help us to continue providing vital care and support to local people with a diagnosis of a non-curable, life limiting illness.

Our specialist services are provided free of change to local people and their families from Chester, West Cheshire & Deeside. Each year it costs over £4 million to provide our care services, so every gift in memory is a valued contribution.

Give in Lieu of flowers

Families often ask for donations to be made to the Hospice in lieu of flowers Hospice Rose Garden

You can purchase a rose or engraved stone to be placed within our Rose Garden situated at the Hospice $\,$

Make a gift in your Will

Many people choose to leave a gift in their Will to the Hospice as a way of remembering their loved one

Take part in one of our events

Take part in one of our events throughout the year and ask for sponsorship from your friends and family

Set up a JustGiving in Memory Page

A JustGiving memory page is a simple way to honour the memory of someone special. You can create a page in their memory in a few minutes and add your own photos and their story

For more information please contact our fundraising team
On 01244 851811 or email fundraising@hospicegs.com





Bereavement Support in West Cheshire: A service hosted by The Hospice of the Good Shepherd

The service was developed from a pilot project funded by Merseyside and Cheshire Cancer Network followed by the main project funded by Macmillan Cancer Support. The main funding for the current service has been provided by NHS West Cheshire Clinical Commissioning Group and the Hospice of the Good Shepherd. Other partners include Countess of Chester Hospital NHS Foundation Trust, Cheshire and Wirral Partnership NHS Foundation Trust, End of Life Partnership (Cheshire) and Macmillan Cancer Support.

We are very keen to receive your comments on this booklet.
Please see the tear off form near the back for details of how to do this.

Many thanks!

Part A of this booklet, "The Practicalities", has been adapted from the Countess of Chester Hospital booklet "Bereavement Support for relatives and friends after the death of their loved one".

Part B, "Coping with Bereavement and Grief", was developed and added by the main project funded by Macmillan Cancer Support.

