



Medical Examiner's Checklist for Child Death

<input type="checkbox"/>	Call the City of San Antonio Medical Examiner's (ME) Office at 210-335-4011.  Ensure you have the ME requested information below <u>before</u> calling. If the ME accepts:
<input type="checkbox"/>	1) Complete the ME face sheet and fax that on top of the medical record to the ME office.
<input type="checkbox"/>	2) Provide parent/guardian with the Medical Examiner Handout. Write the case # on the front of the handout.☒
<input type="checkbox"/>	3) Initiate the Postmortem Disposition Form.
<input type="checkbox"/>	4) Complete the approved Legacy Building activities utilizing the bereavement cart.  See notes below under Legacy Building Activities, consult ME first.

FOR ALL CASES

<input type="checkbox"/>	Call CPS 1-800-877-5300 or 1-800-252-5400	<input type="checkbox"/>	Call the Donor Referral Line 1-800-275-1744
<input type="checkbox"/>	Call SAPD* 210-277-7201 <small>*Law Enforcement with jurisdiction if not SAPD)</small>	<input type="checkbox"/>	Contact Social Resources (facility specific, as available)

MEDICAL EXAMINER REQUESTED INFORMATION

PATIENT DEMOGRAPHICS

<u>Patient Name (Last, First):</u>		<u>Date of Birth (mm/dd/yyyy):</u>	<u>Race:</u>
<u>Address, City, State, Zip:</u>			
<u>Name of Pediatrician/Specialist:</u>		<u>Phone Number (Pediatrician/Specialist):</u>	

NEXT OF KIN INFO	GUARDIAN 1:		GUARDIAN 2:	
	<u>Name (Last, First):</u>		<u>Name (Last, First):</u>	
	<u>Relationship:</u>		<u>Relationship:</u>	
	<u>Date of Birth (mm/dd/yyyy):</u>	<u>Phone Number:</u>	<u>Date of Birth (mm/dd/yyyy):</u>	<u>Phone Number:</u>
	<u>Address, City, State, Zip:</u>		<u>Address, City, State, Zip:</u>	

CIRCUMSTANCES OF DEATH	BIRTH HISTORY (up to 2 years of age)**					
<u>Mode of Arrival:</u>	<u>Birth Hospital:</u>					
<u>Chief Complaint:</u>	<u>Pertinent Birth History:</u>					
<u>Prior Medical History:</u>						
<table border="1"> <tr> <td><u>Vaccination Status:</u></td> <td><input type="checkbox"/></td> <td>Current</td> <td><input type="checkbox"/></td> <td>Not Current</td> </tr> </table>		<u>Vaccination Status:</u>	<input type="checkbox"/>	Current	<input type="checkbox"/>	Not Current
<u>Vaccination Status:</u>	<input type="checkbox"/>	Current	<input type="checkbox"/>	Not Current		

Labs/Imaging Completed:

Sleeping Environment (in detail if <2 years of age):

FOR STAFF USE ONLY:

1) Staff Concerns regarding family dynamics or inconsistencies:

2) Results of any tests performed:

3) Pronouncement Date and Time: (MM/DD/YYYY) _____ / _____ / _____ (HH:MM) _____ : _____ AM / PM

4) Cause of Death:

5) Pronouncing Physician:

5) Signing Physician:

WHAT TO ASK THE ME OFFICE: LEGACY BUILDING - ASK THE ME IF THE FOLLOWING CAN BE COMPLETED, AND DOCUMENT ON THE ME FACE SHEET

(Note: when calling the ME Office, do not expect an answer to your question immediately. The Investigator will have to contact the ME and call you back.)

YES	NO	Can the Family touch or hold the Patient?
YES	NO	Can we clean the body? If YES, which areas can be cleaned?
YES	NO	Can we obtain a handprint or footprint from the patient? If NO, can this be done later? (Ask Funeral Home)
YES	NO	Can we obtain a lock of hair from the patient? If NO, can this be done later? (Ask Funeral Home)

WHAT TO TELL THE FAMILY IF ACCEPTED BY THE ME OFFICE

Inform the family that for right now, the child will be covered with a blanket and to not touch the face; ensure the family this is to get all the answers they need from the Medical Examiner.

For infants, inform the family that the Medical Examiner (ME) may request a recreation of the scene. This is to assist the ME when determining the cause of death.

Remind the family that the Medical Examiner does not always complete an autopsy.

Give the Medical Examiner (ME) handout to the parent/guardian. Write the case number on the front of the handout (initial here _____ when done). This will provide critical information to the family regarding the ME.

**** REMINDER: The family MAY NOT be left alone in the room with the child (for ME cases only). Security and/or chaplain can help with this.**

REMINDERS FOR STAFF

Do not remove anything from the patient until cleared by the Medical Examiner, this includes clothes. Document any devices removed and/or unsuccessful attempts on the ME Face Sheet.

When calling the Medical Examiner's Office, you are speaking to an investigator, not the Medical Examiner. The investigator is not a medical professional; they may not know all medical terms.

The Investigator will have to hang up and call the Medical Examiner. **DO NOT** expect answers to questions right away. If the investigator immediately declines, then ask them to call the Medical Examiner.

The Medical Examiner may or may not take jurisdiction.

LEGACY BUILDING ACTIVITIES

Consult hospital on where your Legacy/Bereavement cart is located (this should contain supplies for legacy building and family resources).

Wrap the child in a white sheet and cover with a blanket from the bereavement cart.

The body does not belong to the Medical Examiner until time of death. We can do anything up until the child dies.

Child Life can help with this process.

What legacy items we can offer:

Handprints / Footprints - this can be colored ink or embossing ink with glitter.

Blanket - should be the appropriate size and color for the child.

Last Heart Beats - recommend resize, mount on cardstock and frame; this can be done with withdrawal of care or with a code.

**** Remind the family that the funeral home can obtain any legacy items that we cannot.**