



## **Anatomy and Cremation**

### **Guidance Paper**

#### **Introduction**

In Scotland there are 5 Universities who accept bodies donated to medical science. The universities are responsible for the arrangements for bequeathal (the donation) and its documentation; for embalming and storage of bodies and parts, and for arranging the disposal and associated documentation in accordance with the Anatomy Act of 1984 and The Certification of Death Act 2011. Each of the universities are subject to an annual inspection by Her Majesty's Inspector of Anatomy for Scotland (HMIAS).

Cremation Authorities who have a contractual arrangement in place with one of these Universities have responsibility for completing the final act of disposal on behalf of the University. The cremation authority is responsible for ensuring that it is in possession of the required paperwork (either in electronic or hard copy) prior to the cremation taking place in accordance with the Cremation Regulations in force in Scotland at the time and The Certification of Death Act 2011. Each crematoria is also subject to an annual inspection by the Inspector of Crematoria for Scotland.

#### **Whole Body Donation**

**University** – As per the Anatomy act any individual wishing to donate their body must do so within their own life time. This must be done via a bequest form as lodged with the University or by testified will. At the point of donation (following the death of the donor) the wishes of the next of kin must also be recorded and authorisation given.

During the donation process the application for cremation (Form A) should be completed by the next of kin and the Form 14 (The Certificate of Registration of Death) should be provided to the University.

The University is permitted to retain a body for use for up to 3 years after which disposal must take place.

At the time of disposal a Form M should be completed and signed by a licensed teacher (an individual licensed under the Anatomy Act 1984). The body should be presented to the crematoria in a suitable coffin.

Confirmation of the cremation date and time in the form of a cremation certificate should be received from the cremation authority following cremation and the details sent to HMIAS and Scottish Government.

**Cremation Authority** – In order for the cremation to proceed the following completed paperwork is required to be provided by the University:

- Form A – Application for Cremation
- Form 14 - The Certificate of Registration of Death
- Form M - Certificate of Authorisation for the disposal of a body following anatomical examination.

***It should be noted however that as bodies can be retained for up to 3 years many will be sent using Form A and Form 14 from under the old system. This paperwork should be accepted as it was correct at the time of death. It does not require to be checked by a medical referee as the post no longer exists.***

The coffin should be cremated using the standard industry process and recorded in the cremation register.

Confirmation of the cremation details including date, time and cremation number should be provided to the University in the form of a cremation certificate following the cremation.

Ashes should be returned or dispersed as per the instructions provided by the University on behalf of the next of kin

### **Retained Parts**

Under the Anatomy Act 1984 Universities are permitted to retain body parts past the 3 year deadline, provided express permission has been given by the donor and their next of kin. At the three year deadline the body must be disposed of as per the guidance above. Any separated and retained parts must be recorded by the university and disposed of as per the guidance below.

### **Bequest forms:**

In order to ensure that donors and their next of kin fully understand the circumstances they are agreeing to the statement below must be included in the University bequest paperwork. There should be a section underneath this for the donor and next of kin to indicate their decision which must be verified by an accompanying signature from both parties.

*'Under the Anatomy Act 1984 the university is permitted, with the consent of the donor, to retain parts of donated bodies past the three year time limit. If you agree to the retention of parts this means that parts may be kept by the university and may continue to be used for educational purposes. Any retained parts will be cremated at a later date, separately from the rest of the body. Ashes from retained parts would be dispersed in the garden of remembrance at the crematorium and would not be returned to the next of kin due to the likelihood of a shared cremation.'*

### **Cremation of retained parts:**

**University** – Each separated and retained part must be recorded, securely labelled and stored as per the Anatomy Operational Guidelines.

Due to the volume of retained parts, parts should be placed in individual containers and labelled. The type of container used should be agreed with the Cremation Authority carrying out the final disposal. These containers can then be placed collectively in to one coffin and sent for cremation.

A Form N (Certificate of Authorisation for disposal of parts of a body) must be completed by a licensed teacher and an email or letter from a licensed teacher requesting the cremation of parts retained under the Anatomy Act 1984 should also be provided to the Cremation Authority .

**Cremation Authority** – The paperwork required in order for the cremation of body parts following anatomical examination to take place are:

- Form N (Certificate of Authorisation for disposal of parts of a body)
- An email or letter from a licensed teacher at the University requesting the cremation of parts retained under the Anatomy Act 1984.

Body parts should be cremated as per industry guidelines and recorded in the register of cremated body parts. Ashes should be dispersed in the garden of remembrance.

Confirmation of the cremation details including date, time and cremation number should be provided to the University in the form of a cremation certificate following the cremation.

### **Historical Specimens - 'Unnamed' retained parts and 'Unnamed' fetuses under 24 weeks gestation.**

Universities have a number of historical specimens that due to their age, do not have records which meet the standard now required and are unnamed. These specimens are referred to as 'pre 1984' as they were provided to the schools before the legislative change of the Anatomy Act 1984. These parts are now all registered

by the Universities and have their own anatomy number. However, these specimens are now no longer used for teaching and / or are beginning to degrade. It is important that they are disposed of respectfully.

Arrangements will be made under the new Burial and Cremation legislation to enable crematoria to cremate 'unnamed' remains in this specific circumstance only. Licensed teachers will be required to provide confirmation that the specimen was donated prior to 1984 before cremation could take place. The Burial and Cremations Bill has now been introduced to Parliament and should become an Act by Spring 2016.