



# **Body Donation Information Booklet**

Important information for potential donors

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## Introduction

Thank you for your enquiry about donating your body to the University of Liverpool for anatomical examination for education, training and research purposes. **This booklet aims to provide you with the information you need to decide whether or not to bequeath your body, and to decide the ways in which your body may be used.**

The bequest of a body is an immensely generous act that is greatly appreciated and has far reaching benefits for society. We do all we can to make the best possible use of each precious gift.

Please be assured that for all purposes we keep the bodies of our donors securely and treat them with respect and dignity throughout the time that they are in our care. **Our work is regulated and licensed by the Human Tissue Authority [www.hta.gov.uk](http://www.hta.gov.uk)** who ensure that human tissue and organs are used safely and ethically, and with proper consent.

If, having carefully considered the information provided, you wish to register as a body donor, please complete the [online enquiry form](#) to request consent forms. Two copies of the form are provided, and you should complete both copies. Notes for completing the forms can be found on p8.

Please note that **no guarantee can be given** that a bequest will be accepted at the time of death (see p3 for more information).

This booklet can be made available in **large print, Braille** or a **different language** if required. We also have a different version of the form which can be used when written consent by the Donor may not be possible, such as when a person who has capacity to make this decision for themselves is physically unable to write.

It is most important that you understand the information contained in this booklet before signing the forms. If you, or any members of your family or close friends, have any questions or would like to discuss any aspect of body donation with us, please contact the Bequeathal Office on **0151 794 5442** or email **bodydonation@liverpool.ac.uk**.

## **How will my body be used?**

Body donations are highly valued by staff and students. A donated body can be used for a number of purposes, which may include:

### **Anatomical Examination**

Your body will be used for the purpose of “anatomical examination”. This simply means teaching, studying and researching the nature of the internal structures and function of the human body. Such use is essential in our ability to train students, medical professionals and scientists to the highest standard in order for them to understand the inner workings of the human body, improve their practice and learn crucial skills for the benefit of others.

### **Education and Training**

Your body may also be used for the purposes of “education and training”. This involves training of healthcare professionals in surgical techniques and other clinical procedures – either as part of their training as specialists, or for the professional development of qualified health professionals. Body Donation improves our knowledge and understanding of human anatomy, allowing healthcare professionals to hone surgical techniques, and contribute towards the development of treatments which will benefit future generations.

Fees may be charged for running short courses for education and training to cover facilities, staff, equipment and transportation costs. No profit is ever made from the body donation itself.

### **Research**

As well as being used for educational purposes, parts of your body may be used for medically relevant research. This research will always be conducted to the highest ethical standards, under the scrutiny of the University research ethics committee.

If you wish to discuss how your body would be used further, please contact the Bequeathal Office on **0151 794 5442** or email **bodydonation@liverpool.ac.uk**.

## Some reasons for not accepting a bequest

We are extremely grateful to all those who register as a body donor. Unfortunately, there are some circumstances in which we have to decline a bequest. Here are the most common reasons why we may not be able to accept your body:

- If there has to be a Coroner's post mortem examination.
- If a person dies abroad.
- If the death is the result of an infectious disease (e.g. hepatitis, tuberculosis, HIV, MRSA, septicaemia, coronavirus).
- If the Donor has Alzheimer's disease or senile dementia of unknown cause.
- If the Donor has had a recent operation where the wound has not healed.
- If the Donor has bed sores, varicose ulcers or oedema (swelling of the body as a result of excessive fluid accumulation).
- If the Donor has jaundice of infective origin.
- If the Donor has severe peripheral vascular disease.
- If the Donor has severe arthritic deformity.
- If the Donor is overweight or very underweight.
- If the Donor's organs have been donated for transplantation.  
You can donate the corneas of your eyes and still donate your body for anatomical examination. For a donor card please contact the Organ Donor Register on 0300 123 23 23.
- If the University mortuary facility is fully occupied.

Bequeathals are normally only accepted from those residing within the **postcodes** covered by the University of Liverpool: **BB, CH, FY, IM, L, LA, PR, WA** and **WN**.

Bequeathals are not accepted from individuals under the age of 18.

During the major public holidays at Easter, Christmas and New Year the University of Liverpool closed, and is not able to accept donors.

The decision as to whether or not to accept your body will be made at the time of death. Following your death, we will make enquiries with the relevant medical staff (e.g. your GP or hospital doctor) to ascertain whether or not your body will be suitable for anatomical examination. If your body is not suitable, your relatives or executor will be informed as soon as possible so they may make funeral arrangements.

## **Giving consent**

Under the [Human Tissue Act 2004](#), written and witnessed consent for anatomical examination must be given prior to death. **Consent cannot be given by anyone else after your death.** Having power of attorney does not qualify your relatives to make the decision to donate a body on your behalf. You should however, inform your executor, family, close friends, and GP that you wish to donate your body.

If, having carefully considered the information provided, you wish to donate your body to us for anatomical examination, complete the consent forms at the back of this booklet following the guidance given on p8 for your options on decisions about permissions.

## **Inclusion of consent in a Will**

You may wish to include instructions about your bequest in a Will, though it is not necessary to do so if you have completed and returned a copy of the consent form.

Suggested wording for your Will:

*It is my considered wish that, after my death, my body be donated to the University of Liverpool (or another medical school) for the purposes of medical teaching, studying or research into the structure of the human body.*

## **Withdrawal of Consent**

You are, of course, able to withdraw your consent at any time. If you wish to do this, simply destroy your copy of the completed consent form and write, email or call to let us know that you have withdrawn consent.

## **How we use the information we hold**

The University of Liverpool is the “data controller” responsible for looking after and processing the data we collect via the Consent Form. We will process this data to administer your donation request as part of our responsibility to provide teaching, learning and research facilities, and as part of our license from the Human Tissue Authority. The data will be stored on a secure database on the University’s servers and will not be shared with any other organisation unless we are required to do so by law. We will keep this data in accordance with the directives of the General Data Protection Regulations (GDPR). If we are unable to accept your donation or you withdraw your donation we will remove the data as appropriate. Please see our [Privacy Notice](#) for more information.

You have a number of rights with respect to how we process your personal data. More information on these rights can be found from the Information Commissioners Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) and on the University website at [www.liverpool.ac.uk/legal/data\\_protection/](http://www.liverpool.ac.uk/legal/data_protection/)

We do occasionally use images of small body parts for administrative purposes such as labels. These images are for departmental use only. A person is never identifiable in these images.

If you have concerns regarding how we deal with your data please contact the Data Protection Officer at [legalservices@liverpool.ac.uk](mailto:legalservices@liverpool.ac.uk).

## Frequently asked questions about body donation.

### Which postcodes are covered by the University of Liverpool?

Postcodes **BB, CH, FY, IM, L, LA, PR, WA** and **WN**.

Offers of body donation from outside the area may be accepted on the condition that the Donor's estate bears the cost of transporting the body. Typical transfer costs would be 75 pence per mile.

If you live in the Isle of Man and are considering body donation, you will need to make financial arrangements with a local undertaker in relation to the transportation of your body. To enquire about whether this is possible, please contact the Bequeathal Office 0151 794 5442.

### If I choose to donate my body, what can it be used for?

With your consent, your donated body can be used for a number of possible uses:

1. "Anatomical examination" – this term describes the teaching of the structure and function of the human body to students or healthcare professionals.
2. "Research" – this term describes scientific studies which improve the understanding of the human body.
3. "Education and training" – these terms describe the training of healthcare professionals, usually those learning surgical techniques, as opposed to anatomical examination.

### What if I move house?

If you move house but remain within this area, it can be helpful to let us know your new address but **this is not essential**.

If you move into an area normally allocated to another medical school, your existing forms remain valid but the processes at the time of death may be simpler for your next of kin if you let us know and also contact the relevant medical school. You can do a postcode search to find a medical school on the HTA website

[www.hta.gov.uk/medical-schools](http://www.hta.gov.uk/medical-schools), or you can contact the HTA on 020 7269 1900.

### Can I donate my body if I am also on the organ donor register?

People who choose to donate their body or organs do so in the hope that they will be useful to others after their death. Despite being separate donation systems, **it is possible to remain on both registers to have the highest probability of helping someone after your death**.

We are not able to accept donations for anatomical examination if any organs other than the corneas have been donated for transplantation. However, if after their death, the person is found unsuitable to be an organ donor, then body donation can be taken forward by the relatives, solicitor or executor of the will.

The organ donation register is run by the NHS. You can call them on 0300 123 23 23 or visit their website [www.organdonation.nhs.uk/](http://www.organdonation.nhs.uk/).

You can donate the corneas of your eyes and still donate your body for anatomical examination. For a donor card please contact the NHS Blood and Transplant line: [0300 123 2323](tel:03001232323), or the Royal Liverpool University Hospital on [0151 709 0141](tel:01517090141).

### **If I donate my body, will there be a funeral or memorial service?**

Once the teaching or research programme is complete **we will arrange and pay for a cremation service**, unless the family requests the return of the body for a private burial or cremation.

This would consist of the following:

- Provision of a simple coffin and conveyance to the crematorium.

- A short service at the crematorium, usually taken by a Celebrant.

- Cremation fees.

Families are also asked if they wish to have the ashes returned to them or to have them scattered in the garden of remembrance.

Funerals usually take place **within three years after death** but certain courses or procedures can result in the funeral taking place much sooner, sometimes within six months.

Every two years we arrange a Service of Thanksgiving to recognise the altruism of the Donors we have accepted during that period. Friends and relatives are invited to join staff and students in a non-denominational service in Liverpool.

### **Are there any costs or payments involved?**

Once we have decided that your body is acceptable for anatomical/medical education and research, we will pay to bring you into the University and for the eventual cremation, therefore, your family will not have the normal funeral expenses.

However, if your body has to be taken to an undertaker's premises until we make our decision, the cost of local undertaking and transportation must be borne by the next of kin or your estate.

You will not receive any payment for donating your body.

### **I signed a body donation consent form many years ago and recently heard that a law, affecting body donation, came into force in 2006. Will the consent form I originally signed be accepted when I die or must I complete a new form?**

Although the new law affecting body donation (the Human Tissue Act 2004) came into force on 1 September 2006, it allows documented and valid consent for body donation made under the old law to be honored. To avoid any unnecessary confusion or delays after you die, it is recommended that you include an updated intention to donate your body in your Will.

### **Can I donate my body to a specific cause?**

Please note that donated bodies may not be used for research into specific diseases and organs will not be donated for transplantation. We have included a list of useful contact numbers should you wish to look into donating to a specific cause on p10.



## **Instructions to next of kin or executors when donor dies**

We have a **4 day period** between the day of a death and being able to accept.

**Arrange for the deceased to be kept under refrigerated conditions** until the department is able to make a decision about the donation.

**If death occurs in a hospital**, the hospital staff will arrange for the deceased to be taken to the hospital mortuary. The body will be held under refrigerated conditions.

**If death occurs at home or at a nursing home**, please contact a Funeral Director of your choice to collect the deceased and take them to a Chapel of Rest. The deceased should be kept under refrigerated conditions until the department is able to make a decision about the donation.

**Telephone the University of Liverpool on 0151 794 5442.**

The Bequeathal Office, is open **Monday to Friday 9am to 4.30pm.**

If a call between these hours is met by the answerphone (usually because the line is busy), we will respond to the message as soon as possible.

A voicemail is available outside of these hours. Follow the recorded instructions. The offer of the bequest will be considered immediately when the office reopens.

We will need to ask you details about the deceased, including the name and contact number for their usual GP. It will be helpful if you have this information to hand.

We will contact the doctor in charge of the deceased and together make a decision on whether or not the bequeathal donation is acceptable. You will be informed within a short time about the decision.

**Make an appointment with the registrar to register the death**

You **do not** need to wait until a final decision has been reached to do this. **Register the death with the Registrar** and tell them of the wishes of the deceased. The Registrar will issue a **green form** (Certificate of Burial or Cremation) and copies of the Death Certificate. The Registrar may ask for our email address which is [bodydonation@liverpool.ac.uk](mailto:bodydonation@liverpool.ac.uk).

**If the offer of Bequeathal is accepted:**

Our undertaker can collect the Donor once we've received the **green form** and a copy of the **medical certificate of the cause of death** (MCCD). These documents are usually sent to us electronically by the Registrar after registering the death.

Once the body has arrived safely at the University, **we will send you a form to complete**. This includes questions about the eventual funeral and our Thanksgiving Service.

**If an offer of Bequeathal is not accepted:**

Proceed with normal arrangements for burial or cremation. It is with regret that the University cannot make any financial contribution to these private arrangements.

## Notes for completing the forms

If, having carefully considered the information provided, you wish to donate your body to us for anatomical examination, please complete the consent forms. You'll find the forms at the back of this booklet. Two copies of the form are provided, and you should complete both copies.

### Decisions about your consent

There are three options in relation to consent for you to consider:

1.  I do not place any restrictions on the length of time that my body or body parts may be retained (if you tick this box, so straight to **option 3**, if not proceed to **option 2**.)

(Under certain circumstances, where the anatomy is unusual or particularly clear, it can be useful to retain parts of your body after the examination is complete and the rest of the body has been cremated or returned to your family's undertaker for a private funeral. If you would prefer the funeral to take place within three years but are happy for us to keep such samples, please tick option 1 on the form.)

2.  No part of my body may be kept for more than 3 years.

(If you would prefer that no part of your body be retained for longer than 3 years, please choose option 2. Once the anatomical examination is complete, your body and any parts will be released for cremation or returned to your family's undertaker for a private funeral.)

3.  \* I consent to the use of images of my body or body parts. I understand that I will not be identifiable in these images and that they will be used for:
  - Education or training relating to human health
  - Research in connection with disorders, or the functioning, of the human body\*please see the footnote

(The University of Liverpool may prepare images of parts of your body for teaching, training or research purposes. Students find such materials extremely valuable, as they can return to them repeatedly as their learning progresses. You are assured that if consent is given to prepare images **you will not be identifiable** in these images.)

### And in addition:

4.  I give permission for my medical notes, X-Rays or Scanned Images to be accessed after death.

(Checking option 4 means that you give the University permission to request your medical records after death. We will only do this if it will assist in anatomical examination or research, particularly where there is interesting or unusual pathology.)

5.  I understand that while every effort will be made to carry out my wishes when the time comes, there is no guarantee that my bequest will be accepted. (Unfortunately, there are some circumstances in which we have to decline a bequest. Family members or close friends are comforted to know that you understood this should they need to make arrangements for a funeral.)

### Example signatures

Signature Representative:  Date: 11 January 2021

Signature Witness:  Date: 11/01/21

The form should be signed and dated by both **representative** and **witness** in each other's presence **and in the presence of the donor** otherwise consent will not be valid for body donation. If the date does not match or if there is a signature missing, we'll return the form and send a fresh copy to sign.

A representative can be a spouse, next of kin, executor, friend, neighbour etc.  
A witness should be a solicitor, doctor or other medical professional.

Please **post one copy of the completed form to:**

The University of Liverpool Bequeathal Office  
Human Anatomy Resource Centre  
Sherrington Building  
Ashton Street  
Liverpool  
L69 3GE

## Useful contact numbers

### Brains for Dementia Research Co-ordinating Centre

☎ 020 7848 8377

✉ [bdr.office@kcl.ac.uk](mailto:bdr.office@kcl.ac.uk)

🌐 [www.brainsfordementiaresearch.org.uk](http://www.brainsfordementiaresearch.org.uk)

### Moorfields Eye Bank

☎ 020 7253 1199

🌐 [www.moorfields.nhs.uk/content/how-donate](http://www.moorfields.nhs.uk/content/how-donate)

### Multiple Sclerosis (MS Society) Tissue Bank

☎ 020 7594 9734

🌐 [www.mssociety.org.uk](http://www.mssociety.org.uk)

### Organ Donation (NHS Blood and Transplant)

☎ 0300 123 23 23

✉ [Enquiries@nhsbt.nhs.uk](mailto:Enquiries@nhsbt.nhs.uk)

🌐 [www.organdonation.nhs.uk](http://www.organdonation.nhs.uk)

### Parkinson's Disease Tissue Bank

☎ 020 7594 9732

✉ [brainbank@imperial.ac.uk](mailto:brainbank@imperial.ac.uk)

🌐 [www.parkinsons.org.uk](http://www.parkinsons.org.uk)

### The Human Tissue Authority

151 Buckingham Palace Road

Victoria, London

SW1W 9SZ

☎ 020 7269 1900

✉ [enquiries@hta.gov.uk](mailto:enquiries@hta.gov.uk)

🌐 [www.hta.gov.uk](http://www.hta.gov.uk)

### Contact us

The University of Liverpool

Human Anatomy Resource Centre

Sherrington Building

Ashton Street

Liverpool

L69 3GE

☎ 0151 794 5442

✉ [bodydonation@liverpool.ac.uk](mailto:bodydonation@liverpool.ac.uk)

🌐 [www.liverpool.ac.uk/harc](http://www.liverpool.ac.uk/harc)

📄 Anatomy licence [12022](#)