



## **London Anatomy Office**

Room 5.8  
5<sup>th</sup> Floor Hodgkin Building  
King's College London  
Guy's Campus  
London SE1 1UL

Tel: 020 7848 8042

Email: [lao@kcl.ac.uk](mailto:lao@kcl.ac.uk)

# **DONATION OF A BODY FOR ANATOMICAL EXAMINATION**

## **Authorisation for donation of a body for anatomical examination**

Thank you for your interest in donating your body for anatomical examination after death. We depend very much on the generous action of people such as yourself for the continuance of medical education.

Contained in this booklet is detailed information and forms to complete, should you decide to proceed. Please read this thoroughly as it is most important that you understand the information contained in this booklet before signing the forms.

**It is not standard practice for us to send an acknowledgement, so if you are returning the completed consent form and would like an acknowledgement, please enclose a stamped and addressed envelope.**

### **Covid-19 restrictions:**

**Our medical schools will not accept anyone who has Covid-19 cited as their cause of death or contributing to it.**

**Our medical schools will assess cases on an individual basis if the person has had Covid-19 in the past.**

If you have any questions, please do not hesitate to contact the office:

Telephone: 020 7848 8042 (the answerphone will cut in if we are on the telephone, please leave a message)

Email: [lao@kcl.ac.uk](mailto:lao@kcl.ac.uk)

## **The London Anatomy Office**

The London Anatomy Office co-ordinates the donation of bodies on behalf of eight teaching institutions and is accountable to the London and South East Committee of Anatomists (LSECA). The LSECA is a non-profit organisation and holds charitable status under the University of London.

The London Anatomy Office co-ordinates donations within its designated catchment area, which comprises the following postal codes: BN, BR, CR, CT, DA, E, EC, EN, GU, HA, IG, KT, ME, N, NW, RH, RM, SE, SL, SM, SS, SW, TN, TW, UB, W, WC, WD. If your body is accepted through the London Anatomy Office, it will be donated to one of the following teaching institutions:

- Anglia Ruskin University
- Brighton and Sussex Medical School
- Canterbury Christ Church University
- Imperial College London
- King's College London
- Queen Mary University of London
- St George's University of London
- University College London

The institution that receives the body will be responsible for its examination and preservation until such time as disposal is required.

If you have any queries concerning the donation of your body or the information provided in this booklet, please contact the London Anatomy Office. Do not contact the medical schools directly as they will be unable to respond.

## **Donation of a Body for Anatomical Examination**

Many generous and public-spirited people feel that they would like their body to be of use after their death. One of the ways in which a body can be of use is to donate it for medical education. Donated bodies are a valuable resource for teaching the structure and function of the human body to a range of students and qualified professionals including: medical, dental, physician associate, nursing, physiotherapy, occupational therapy, radiography, pharmacy, biological science, bio-engineering, medical artists and other allied professionals approved by the Designated Individual at that institution. In addition to their instructional value, donated bodies are also utilised by clinicians in specialised training courses.

Donated bodies may be used for:

- Anatomical examination
- Education or training relating to human health
- Research in connection with disorders, or the functioning of the human body

Investigations into:

- The structure and biomechanics of the body
- Variations between individuals and the effects of age and sex on anatomical structures
- Detailed surgical anatomy of clinically important regions
- Morphometric analysis of the human body
- Validation of research methods
- Evaluation of new surgical techniques

Please note that donated bodies are not used for research into specific diseases and organs will **not** be donated for transplantation. The Human Tissue Authority ([www.hta.gov.uk](http://www.hta.gov.uk)) regulates the use of bodies donated for anatomical examination within the legal framework set out in the Human Tissue Act 2004.

In view of the organ donation opting out scheme; it is perfectly reasonable for your name to be held on both registers and the nature of your death, when the time comes, will determine whether or not your organs are suitable for transplantation. For your organs to be viable for donation you would need to be on life support in hospital and only 1% of people whose organs are viable are suitable for transplantation.

There are occasions when a hospital/medical school/university, possessing a Human Tissue Act Public Display Licence, may wish to use a donated body, or parts of a body, to demonstrate the intricacies of the human body to a wider audience. Such activities may form part of a museum, interactive workshop or events that promote the public's understanding of health and disease. The word 'public' can mean anyone, and includes groups of individuals who would, not normally, be able to study anatomy, using donated bodies, but who have a justifiable reason to study anatomy, such as non-medical artists, beauty therapists, yoga/fitness instructors. This activity is regulated by the Human Tissue Authority, and an institution can only undertake 'Public Display' with your expressed permission, on the consent form. Further information is available on the Human Tissue Authority website ([www.hta.gov.uk](http://www.hta.gov.uk)): follow the links to Public Guides to the Codes of Practice and select Public Display. If you have any questions about Public Display, the London Anatomy Office staff will be happy to help. Your consent for Public Display will not affect any other consent given.

## **Body Donation Registration**

Please read this information carefully and discuss it with your nearest relatives before signing the forms found at the back of this booklet. The forms must be completed in duplicate. Both potential donor and witness must sign and date the forms **at the same time**. One copy of the completed consent form should be returned to the London Anatomy Office and the other copy, together with the remainder of the booklet, retained with your will or personal papers. On completion of the forms the data will be held by the London Anatomy Office and only shared with the necessary parties who act on behalf of the medical school to whom the deceased has been accepted.

## **Duration of a Body Donation**

You have two options for how long your body may be retained by the medical school:

1. For an indefinite time period; this option will give the maximum benefit to the institution. However, this may also mean a delay in the disposal of your body. It is therefore very important that you discuss these options with your nearest relatives before signing the consent form, as they may wish to attend your eventual funeral and/or take possession of your ashes.
2. For a maximum of three years. Under certain circumstances parts of the body are very useful for teaching and therefore the medical school may want to retain such parts following conclusion of anatomical examination. This is done only with your express permission as indicated on the consent form. If parts are retained these will be kept indefinitely and it will not be possible for them to be returned.
3. In certain circumstances your body may be used within a couple of months of acceptance and then be ready for release.

## **Images of a Donated Body**

It may be useful for the receiving institution to prepare images of parts of your body for:

- Education or training relating to human health
- Research in connection with disorders, or the functioning, of the human body

The taking and displaying of images (including photographs, films and electronic images) is outside the scope of the Human Tissue Act 2004; however, the HTA endorses the good practice principles set out in guidance issued by relevant professional and regulatory bodies. Donors are assured that they would not be identifiable in any images that may be taken. For further information, please refer to the HTA's Codes of Practice, available at [www.hta.gov.uk](http://www.hta.gov.uk).

## **Acceptance of a Donation**

The London Anatomy Office endeavours to accept all body donations offered. However, it is not possible to guarantee that a donation will be accepted. There is no upper age limit, but potential donors must be over seventeen years old. Although not exhaustive, the following is a guide to reasons for non-acceptance.

- Post-mortem examination
- Some infectious diseases, e.g. viral hepatitis, HIV/AIDS, tuberculosis
- If organs, other than corneas, have been donated for transplantation or research
- Obesity or very low BMI
- Some forms of dementia
- Pressure sores, ulceration, or recent surgery where the wound has not healed
- Peripheral oedema (mild to moderate oedema may be acceptable) or ascites
- Where a donor is unable to lie flat on their back with their arms and legs flat
- Gangrene or jaundice
- Any circulatory obstruction that may impact preservation (e.g. bowel obstruction)

In addition to the medical exclusions, it is not possible to accept a donation if a death occurs abroad, or if a death occurs during the Christmas season, over Easter or a bank holiday weekend when the medical schools and the London Anatomy Office are closed.

If the donation cannot be accepted, the relatives or executors will be informed as soon as possible. In the event of non-acceptance responsibility for arranging and funding a burial or cremation rests with the executors or next of kin. It is therefore important that potential donors consider alternative arrangements in case circumstances preclude the London Anatomy Office from being able to accept a donation.

If a donation is accepted, a funeral director employed by the London Anatomy Office will be instructed to transfer the body to the receiving institution.

## **Expenses**

The London Anatomy Office will arrange and meet the cost of an eventual cremation of accepted donors, if required. However, your next of kin or executor may wish to make a contribution towards costs incurred. If you would like to make a financial donation towards the work carried out by our LSECA, please make a cheque payable to 'Teachers of Anatomy Trust (TOAT)' to whom LSECA is accountable. BACS details can be given on request.

## **Funeral Service**

At the time of the acceptance of the donation the next of kin, executor or person dealing with the death will be sent a disposal instruction form asking for their decision regarding what should happen when the person is released from the medical school. A choice of the following alternatives will be given:

- a. *Arranging a funeral themselves at a place of their choice.* In such circumstances all expenses involved in such arrangements become the responsibility of the next of kin or executors. The LSECA is unable to make a contribution towards private funeral costs.
- b. *Instructing the London Anatomy Office to make funeral arrangements.* If the London Anatomy Office arranges the funeral, a cremation will be conducted in South West London between the hours of 8.30am and 10.00am and all costs will be met by the London Anatomy Office. If this is the preferred option, the next of kin or executors will then be given further options:
  - i. To be notified of the date and time of the cremation
  - ii. To attend the service at cremation. This is a short committal service which lasts for 10 minutes.\*
  - iii. To take possession of the ashes.\*\* Due to the nature of our work there may be some metal residue from surgical implants. Your next of kin will be asked if they would like this residue to be recycled by a non-profit making company at the time.

It is important for you to discuss these options with the person/people who will be dealing with your death in relation to the length of time for which the medical school can retain your body.

\*Please note that this 10 minute service will be conducted by a member of the clergy of a non-specific faith, or a licensed funeral officiant/authorised lay person, and a non-religious service is offered, if requested.

\*\*Ashes must be collected from the crematorium within one month of the cremation.

If it is your wish to not have a funeral carried out; please make this clear to your relatives so that they may inform us at the time and direct cremation will take place with no further contact with them.

## **Service of Thanksgiving**

The London Anatomy Office organises a service of thanksgiving each year to commemorate donors from the previous calendar year. At the time of the donation your

next of kin or executor can indicate on the form they will be sent if they would like to be invited to attend. The names of the donors being commemorated are included in the order of service and relatives and friends are invited to bring a photograph of the donor they are commemorating, to be displayed during the service. Staff and students from the medical schools served by the London Anatomy Office will also be in attendance.

### **What to do in the Event of a Death: Procedure for Next of Kin or Executors**

In the event of a death the London Anatomy Office must be notified on 020 7848 8042 as soon as possible after the death occurs. The office is closed on Saturdays, Sundays and Bank Holidays. However, there is an answerphone so that the informant may leave the relevant details, the name of the person who has died, their name and telephone number.

- If the death occurs in **hospital**, the body should be transferred to and held in the hospital mortuary pending a decision on acceptance for anatomical examination.
- If the death occurs at **home** or in a **nursing home**, the deceased should be removed to a chapel of rest by a funeral director and held under refrigerated conditions.

In the meantime, the Donations Officer will speak to the doctor issuing the cause of death certificate and/or the general practitioner to ascertain suitability of the body for anatomical examination. The next of kin or executor will be informed of the outcome as soon as possible.

If the deceased is transferred to a chapel of rest, all costs incurred must be met by the next of kin or the donor's estate. The London Anatomy Office only meets expenses from the time its funeral directors take charge of the deceased.

### **If a Donation is Accepted**

- If a donation is accepted, the body must be received by the accepting medical school **within five days of death**.
- It is vital that the death is registered with the local registrar as a matter of urgency. The registrar will issue the informant with a green certificate (Certificate for Burial or Cremation) and copies of the death certificate.
- If the body is being held in a hospital mortuary the next of kin or executor should take the Certificate for Burial or Cremation to the hospital as the mortuary staff may not release the body without it.
- The next of kin or executor will be sent a disposal instructions form from the London Anatomy Office. This calls for a final decision on the disposal of the body as outlined on pages 6, Funeral Service.

- The completed disposal instructions form, the green certificate (if not left with the hospital or funeral director) and a copy of the death certificate must be sent to the London Anatomy Office as soon as possible.

### **Upon release from the medical school**

Our funeral directors will make contact by email and/or letter with the person who completes the disposal instructions form. A 'Change of Instruction' for the disposal of the ashes form will be sent as the circumstances and wishes may have changed in the intervening time.

### **If a Donation is not Accepted**

The next of kin or executor must proceed with normal arrangements for burial or cremation. We regret that The London Anatomy Office cannot make any financial contribution to these private arrangements.

### **Notes for Completing the Body Donation Consent Forms**

Please ensure that both potential donor and witness sign and date the forms at the same time.

### **Who Can Act as a Witness**

Your witness can be a person of your choosing, including your spouse, a family member, next of kin, executor, legal professional, health professional, friend, neighbour etc.

### **What to Do Upon Completion of the Forms**

Return **one copy** of your completed consent form to the London Anatomy Office. Keep the second copy and the remainder of this booklet with your will or personal papers. **Please note that if you return your form in an A4 envelope, a first class stamp does not cover the cost of postage, a large letter stamp will need to be used.**

The London Anatomy Office  
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*You **will not** receive confirmation or acknowledgement of receipt of your consent form unless you enclose a stamped addressed envelope.*

### **Donor Card**

A donor card will be issued only to those who have completed and returned a valid consent form. If you would like to receive a donor card, please enclose a stamped addressed envelope with your completed form.

### **Withdrawing Consent**

Consent can be withdrawn at any time. Simply notify the London Anatomy Office in writing, and your details will be removed from our database and your consent form destroyed.



# LONDON ANATOMY OFFICE

Telephone number: 020 7848 8042 Email: lao@kcl.ac.uk

Donation of a body for anatomical examination

HUMAN TISSUE ACT 2004



**By completing this form, and in line with the General Data Protection Regulations, you agree to your details being stored by the London Anatomy Office and only shared with the necessary parties who act on behalf of the Medical School to whom the deceased has been accepted. All data will be stored in accordance with the General Data Protection Regulation.**

**It also gives your permission for us to gather information from your GP when ascertaining suitability.**

## **Part A: Donor's Details - To be completed in BLOCK CAPITALS**

Title _____ Surname/family name _____
Forename(s) _____
Address _____ _____
Postcode _____ Tel no _____
Date of birth _____ Religion/faith group (if applicable) _____
Email address _____

**I WISH TO DONATE MY BODY AFTER MY DEATH. I UNDERSTAND THAT IT MAY BE USED FOR ANATOMICAL EXAMINATION, EDUCATION, TRAINING AND RESEARCH RELATING TO THE FUNCTION OF THE HUMAN BODY.**

**Please tick Option 1, 2 or 3 as appropriate (only one of these options to be ticked)**

- 1  I do not place any restriction on the length of time my body or body parts may be retained. This gives the maximum possible use of your body.
- 2  My body can be retained for a maximum of three years and **no** body parts may be retained.
- 3  My body can be retained for a maximum of three years and body parts may be retained for continued study.

**Please note that in certain circumstances your body may be used within a month of arrival.**

**Please turn over**

4  I consent to images being taken of my body or body parts. I understand that they will be used for education, training and research and that I will **not** be identifiable in these images.

I confirm that I have read The London Anatomy Office 'Donation of a body for Anatomical Examination' booklet and understand the information contained in it. I understand that acceptance is not guaranteed.

**Part B: Witness declaration (signature of next of kin, executor, friend, GP etc.)**

I confirm that I have witnessed the above named completing Part A of this form.

Witness's full name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Relationship to donor \_\_\_\_\_

**Signature of donor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of witness** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signatures – To be signed and dated at the same time in each other's presence**

**Please inform your GP that you wish to donate; this makes it easier when trying to ascertain suitability.**

Complete both forms. Return **one copy** to the London Anatomy Office and keep the other, together with this booklet, with your Will or legal papers. **If you would like to receive an acknowledgement and a donor card please enclose a stamped addressed envelope for them to be sent to you.**

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LAO revised 7/23

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**Part B: Witness declaration (signature of next of kin, executor, friend, GP etc.)**

I confirm that I have witnessed the above named completing Part A of this form.

Witness's full name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Relationship to donor \_\_\_\_\_

**Signature of donor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of witness** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signatures – To be signed and dated at the same time in each other's presence**

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