Guidance on what to do when a student dies

Appendix 3

What to do when a student dies

If a body is discovered

DO NOT touch or move anything (other than to confirm death)

If on Campus → Inform ‘Security’ on x 3333 or via “Safezone App” and ask them to call police

If off Campus → Call police on ‘999’ and then inform “Security” on (01904) 323333

If possible secure the scene and move students/staff away from the area. Briefly explain what has happened and take the names and contact details of witnesses and keep them together until the police arrive.

Statutory services e.g. police will take responsibility for the deceased and the scene. The focus for staff is on the support of students affected by the death. Experience has shown that 3 staff members is the optimum team to assist in this situation, their roles being

Person 1: To liaise with the police at the scene.

Person 2: To stay with students/staff involved.

Person 3: To act as a “runner” e.g. arranging refreshments.

DO NOT contact next of kin – the police do this.

Ensure “Security” have contacted

- Director of Health, Safety and Security
- Director of Student Support Services

LOOK AFTER YOURSELF

Details of assistance for staff 24/7, 365 days of the year can be found at

www.york.ac.uk/admin/hr/employee_assistance/

Full guidance can be found at

www.york.ac.uk/staff/supporting-students/studentdeath