It is essential to follow the EQIA Guidance in completing this form

Name of Strategy, Policy or Plan
Guidelines for Staff Dealing with a Dying/Young Person and their Family.

Please tick box to indicate if this is a: Current Strategy, Policy or Plan ☐ New Strategy, Policy or Plan ☑

Brief description of the above: (Please include if this is part of a Board-wide Strategy, Policy or Plan or is locally determined).
These guidelines are to assist staff in meeting the child or young person’s medical, nursing, spiritual care and emotional needs in preparation for death. The guidelines also include reference to the needs of parents or carers.

Who is the lead reviewer and where based?
Jane Belmore, Paediatric Oncology Nurse, Yorkhill Hospital.

Please list the staff groupings of all those involved in carrying out this EQIA (when non-NHS staff are involved please record their organisation or reason for inclusion):
Paediatric Oncology Research Nurse, Yorkhill Hospital; Mortuary Services Manager, Yorkhill Hospital; Family Bereavement Service Manager, Yorkhill Hospital; Neo-natal midwife, Queen Mother’s Hospital; Quality Co-ordinator; Equality and Diversity Assistant.
## Impact Assessment – Equality Categories

<table>
<thead>
<tr>
<th>Equality Category</th>
<th>Positive Impact</th>
<th>Negative Impact</th>
</tr>
</thead>
</table>
| Gender            | • These guidelines apply to all regardless of gender.  
                        • A named nurse is allocated to the family.  
                        • A private room is allocated for the family after the child/young person has died. An engaged sign is displayed on the door to avoid interruptions.  
                        • The Family Bereavement Service offers support, counselling, information and advice to families when a child/young person dies and pre-bereavement support for families when their child is dying.  
                        • It is recommended that when the parents or carers are collecting the child’s belongings that a staff member escorts them to their car. | • Remove all gender pronouns e.g. he/she.  
                        • There is no equality and diversity statement.                                                                                                        |
| Ethnicity         | • These guidelines apply to all regardless of ethnicity.  
                        • The Family Bereavement Service offers support, counselling, information and advice to families when a child/young person dies and pre-bereavement support for families when their child is dying.  
                        • It is recommended that when the parents or carers are collecting the child’s belongings that a staff member escorts them to their car. | • There is no equality and diversity statement.  
                        • There is no reference to the draft death of an asylum seeker policy.  
                        • The guidelines do not include the importance of accessing communication support e.g. interpreters.                                                   |
| Disability        | • These guidelines apply to all regardless of disability.  
                        • The Family Bereavement Service offers support, counselling, information and advice to families when a child/young person dies and pre-bereavement support for families when their child is dying.  
                        • It is recommended that when the parents or carers are collecting the child’s belongings that a staff member escorts them to their car. | • There is no equality and diversity statement.  
                        • The document is not visually friendly e.g. use of upper casing text.  
                        • The guidelines do not include the importance of accessing communication support e.g. sign language interpreters, deafblind communicators.                          |
| Sexual Orientation | • These guidelines apply to all regardless of sexual orientation.  
• The Family Bereavement Service offers support, counselling, information and advice to families when a child/young person dies and pre-bereavement support for families when their child is dying.  
• It is recommended that when the parents or carers are collecting the child’s belongings that a staff member escorts them to their car. | • There is no equality and diversity statement. |
| Religion and belief | • Families are offered the services of the hospital chaplains or staff can contact the families own religious or spiritual advisors if requested.  
• The Rose Chapel and quiet room are available 24 hours a day.  
• The Chapel has a prayer request book in which families can request a prayer or write their own.  
• The Chapel has prayer mats and other religious symbols.  
• Arrangements can be made to access the mortuary out of hours.  
• The Family Bereavement Service offers support, counselling, information and advice to families when a child/young person dies and pre-bereavement support for families when their child is dying.  
• A book of remembrance is available in the chapel.  
• A memorial service is held once a month in the Rose Chapel for parents or carers who have lost a child.  
• It is recommended that when the parents or carers are collecting the child’s belongings that a staff member escorts them to their car. | • There is no equality and diversity statement.  
• Staff need to be aware that different religions and cultures have different after death rituals and should refer to the Multi-Faith Resource for Healthcare Staff for guidance. |
| Age (Children/Young People/Older People) | • These guidelines are specifically for children and young people.  
• These guidelines recognise the needs of brothers and sisters. i.e. that explanations may need to be | • There is no equality and diversity statement.  
• Ensure parent’s permission is sought before cutting off a lock of hair as a memento. |
| **Social Class/ Socio-Economic Status** | • The Family Bereavement Service offers support, counselling, information and advice to families when a child/young person dies and pre-bereavement support for families when their child is dying.  
• A BD8 form provides assistance for help with funeral costs if parents are eligible.  
• An SF2000 form can be completed to claim financial assistance for funeral expenses if parents are eligible.  
• The guidelines suggest phoning several funeral directors to receive estimated costs.  
• It is recommended that when the parents or carers are collecting the child’s belongings that a staff member escorts them to their car. | • There is inconsistent terminology e.g. baby is used rather than child/young person.  
• No negative impact identified. |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Additional marginalisation</strong></td>
<td>• Not applicable</td>
<td>• No negative impact identified.</td>
</tr>
</tbody>
</table>
### Actions to address negative impacts

<table>
<thead>
<tr>
<th>Cross Cutting Actions</th>
<th>Date for completion</th>
<th>Date Completed</th>
<th>Who is responsible? (initials)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Sept 09</td>
<td>25th Sept 09</td>
<td>J B</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Actions</th>
<th>Date for completion</th>
<th>Date Completed</th>
<th>Who is responsible? (initials)</th>
</tr>
</thead>
<tbody>
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</table>

- Remove all gender pronouns.
- Insert into the policy the need for communication support and cross reference to NHS Greater Glasgow and Clyde’s Interpreting Policy and Procedures.
- Include an equality and diversity statement.
- Have a specific statement regarding religion and belief.
- Encourage staff to access equality and diversity training.
- Cross reference to other policies e.g. The draft Death of an Asylum Seeker Policy.
- Check the photograph consent form regarding the disposal of photographs.
- Ensure parent’s consent to having a lock of the child/young person’s hair.

### Ongoing Review

**Please write the date when the policy and EQIA will be reviewed.**

July 2011

### Lead Reviewer

**Name:** Jane Belmore  
**Job Title:** Paediatric Oncology Outreach Nurse  
**Signature**

**Date:** 25/09/09

### Please email copy of the completed EQIA form to

irene.mackenzie@ggc.scot.nhs.uk

Irene Mackenzie, Corporate Information and Development Manager, Corporate Inequalities Team, NHS Greater Glasgow and Clyde, Dalian House, 350 St Vincent Street, Glasgow, G3 8YZ. Tel: 0141-201-4970.