

Coroner's Inquests – Statement template

(Pro-forma for Statement/Report – to be typed on headed paper)

Ref:

Date:

Report for: e.g. Statement for Her Majesty's Coroner in the Inquest Touching the Death of [Joe Blogs]

Dear

Patient's Name: (dob:)

Patient's Address:

- 1) Set out – Your full name, your work address, your current post, your post and level at the time of the incident in question, and details of your qualifications.
- 2) Set out details of where you worked, either unit or team, and explain the nature of the ward/team and the patient group that you worked with. If it is a ward please set out its size and the type of patients on the ward – including whether under Section or not and whether any specialist services are provided.
- 3) If appropriate please set out details of your role on the ward/team, e.g. do you have primary nurse responsibility, are you a manager, do you participate in multidisciplinary team planning and so on. If you were under supervision, you should say by whom.
- 4) Please set out details of your earliest contact with the patient. Ensure you refer to the medical records – if this is not possible you should state this. If you use an abbreviation, this should be explained fully and a translation provided. Set out dates and times in full using the 24hr clock, e.g. 1300hrs on 27.06.11 – not 1 on 27/6.
- 5) Then set out the story - in chronological order, and in first person (*I did this ...*). Say what your involvement was – what you did, what you heard, what you saw (other witnesses can explain their own involvement), include details of your subsequent contact with the patient, your interaction with them, and/or relevant others. If you made a decision jointly, set this out e.g. “..... *and I agreed that I should do this*”
- 6) A statement should be factual, and you should avoid providing an opinion.
- 7) When referring to others use their name and job title. If protocols or standard procedures are relevant, you can refer to these in your statement – and attach a copy if you have one. Any attachments should be marked as an exhibit (e.g. with your initials and a number) and referred to in the statement.
- 8) As far as possible be clear when you have witnessed events, or if you have been given information, and set out the source of it.

- 9) If you refer to specific information in the records and/or a report of some kind then please identify this by date. Sometimes it is helpful to have a transcript of those notes incorporated into your statement. Sometimes a diagram/illustration will help you explain - these can also be incorporated into your statement.
- 10) Insert a 'Statement of Truth' – i.e. *this statement is true to the best of my knowledge and belief.*

SIGNATURE

DATE