

# LAST OFFICES

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1. Prepare trolley and provide privacy
2. Turn body to lateral position with a receiver to collect oral secretion
3. Turn body to the supine position and apply gentle pressure over the lower abdomen to empty the bladder into a receiver.
4. Ensure eyes are closed and clean the body
5. Clean nostrils, ear and mouth and replace dentures if any and remove all tubes
6. Trim the nails, shave male patient beard
7. Remove all jewellery including wedding rings and beads, record and hand over to the next of kin or ward in charge
8. Redress wound if any, secure dressing with tape or loose bandage
9. Pack orifices – nostrils, ears, rectum and vagina with cotton wool using forceps to prevent leakage
10. Put a label on the arm or body bearing the following ;

- ✓ Full name
- ✓ Age
- ✓ Sex
- ✓ Ward
- ✓ Diagnosis
- ✓ Date and time of admission
- ✓ Date and time of death

## SIGNATORIES

*Name of staff(MO/NO/CO/COI/MIDWIFE/ ETC)*

Name: .....

sign.....

Date:

*Department in charge*

Name:.....

sign.....

Date:

*Nursing Officer in charge*

Name:.....

sign.....

Date:

*Hospital Administrator*

Name:.....

sign.....

Date: