

Writing Statements for an Inquest

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- Any of your own notes relating to the patient.
 - Minutes of internal meetings where the case was discussed.
 - Audit or other data that is relevant to the death.

Remember that all of these documents are disclosable to the Coroner and he or she is likely to refer to them in court.

All parties to an inquest are under a duty of disclosure, this means that any documents that are relevant to the

Remember this is your statement and you must be completely comfortable that it is truthful, accurate and includes all of the relevant information. Only sign and date the statement once you are happy that it reflects your final evidence to the Coroner.

Always keep a copy of your statement for future reference.

Section 7 Common pitfalls to avoid!

- Getting important basic information wrong make sure you double check the deceased name and date of
- Be sensitive in how you refer to the deceased or
- Lacking detail, with key details missed out.
- Lacking structure, making it difficult to follow.
- Confusing timeline events should be presented in a chronological order (if appropriate) so it is easy for the Coroner and family to follow.
- Speculation and hearsay keep your statement factual, do not speculate.
- Spelling mistakes re-read your statement to ensure there are no spelling or grammatical errors.
- Poor formatting numbered paragraphs make it easier for the Coroner to follow your statement and will help you when you re-refer to your statement in the future.
- Inaccuracy do not assume that if you prescribed a drug it was administered, check the drug chart!
- Never write from memory check, check and check again the medical records.
- Do not make sweeping generalisations or raise concerns about care without taking steps to ensure these are investigated through the governance channels.
- Lack of professionalism in the way that colleagues, the patient and family are referred to.
- Tone be careful that your statement does not appear dismissive, defensive or lacking compassion.
- Using medical terminology remember the Coroner is not always medically trained so it is important to are necessary, explain them.
- Not att

If you are called to give evidence, you will be supported and advised by your legal team on the next steps during pre-inquest meetings.

For more information on the inquest process after providing your statement, please see our [Inquest Guide for Witnesses](#).

Section 9 Template statement

To:

HM Coroner for *[insert which Coroner's Court]*

[Address of Coroner's Court]

STATEMENT RELATING TO THE DEATH OF: *[Insert patient's name and DOB]*

STATEMENT PREPARED BY: *[Insert your full name, job title and qualifications]*

- 1 I am a *[insert job title]* employed by *[insert organisation]*. I have held this position since *[insert date and set out details of your qualifications and relevant experience]*.
- 2 I have prepared this statement to assist the Coroner at the inquest into the death of *[insert patient's name]*.
- 3 I do/do not have a clear/good/some recollection of *[insert patient name]*.
- 4 Prior to drafting this report, I carefully reviewed *[insert list of the documents you have reviewed as set out in Section 4 of the guide]*
- 5 *[Insert patient's name]* first came to my attention on *[insert date and explain your involvement]*.
- 6 *[Now insert a detailed factual chronology of events in the order that they happened, including times and dates wherever possible. Identify clearly where the statement is based on the records/documentation and where it is based on recollection.]*
- 7 *[Answer any questions specifically raised by the Coroner.]*
- 8 *[Any comments on cause of death if appropriate and within your area of expertise.]*
- 9 May I conclude by expressing my condolences to [] family.

Statement of Truth

I understand my duty to the Court and confirm that this statement is a truthful and accurate account of all relevant circumstances surrounding this death to the best of my knowledge and belief.

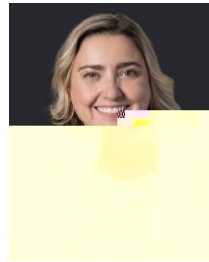


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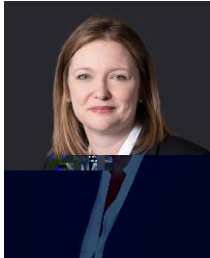


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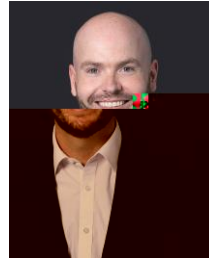


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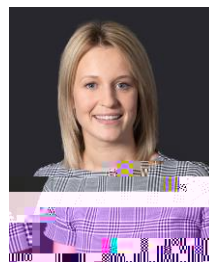


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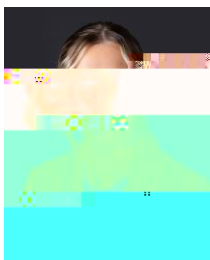


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