



Student Support Quick Guide: When a student has died

What happens if you are made aware of a student death?

The death of a student, though rare, represents a sad loss to the whole University community; fellow students, colleagues, staff as well as their family and friends. In a student population the size of Edinburgh Napier, the University is typically informed of the death of a student a few times each year, and, when this happens, the University has a range of responsibilities to discharge whilst being highly sensitive to the needs and wishes of those involved. In the rare circumstance that you discover, or are the first notified, that a student has died, there are some actions you need to take.

What should you do?

You should follow the [student death procedure found on the staff intranet: https://staff.napier.ac.uk/services/governance-compliance/governance/risk-management/Pages/Notification-of-Death-Procedure.aspx](https://staff.napier.ac.uk/services/governance-compliance/governance/risk-management/Pages/Notification-of-Death-Procedure.aspx)

This notes that on notification of a student death you should, regardless of the circumstances of the death, immediately contact:

During normal office hours:

Contact the Director of Student Services & Academic Registrar (Dr Steven Logie) on 2404 from within the University or phone 0131 455 2404 from outside. If you are unable to reach him by phone please email him at S.Logie@napier.ac.uk

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Outwith normal office hours:

Contact the Central Security Control Room dial 4444 from within the University or phone 0131 455 6119 from outside. Security will then inform the relevant staff.

What happens next?

No further action is required by you at this stage or should be taken until facts are established and this procedure is implemented. **Staff should NOT share details with colleagues, other students, post/respond to social media, or engage with external organisations until the death has been officially confirmed.**

The Director of Student Services & Academic Registrar will contact the Dean of the School and further actions will be planned and taken thereafter in a co-ordinated way as noted in the procedure.

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For further information or to provide feedback about this Quick Guide, please [contact dlte@napier.ac.uk](mailto:dlte@napier.ac.uk)



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