Growing Hope incident reporting policy

What is an incident?

Any event which has led to to potential or actual harm or injury, to family dissatisfaction or to damage/loss of property.

Examples include injury to a member of staff, loss of personal data (e.g. diary or work phone), trauma or injury to a member of the public, verbal or physical abuse, trips and falls within the carpark or clinic space, a fire.

Protocol in the event of an incident

1) Call emergency services if this is required.

2) Call the assistance of others if required.

3) Ensure everyone involved is protected from further risk and removed from the situation if necessary.

4) Remove any equipment that is involved and make sure that it clearly is given an 'out of order' sign.

5) If the incident is related to a child record the detail within a note on Canopy.

6) Record the incident on an incident form within the team drive.

7) Inform your line manager of the incident.

8) Decision to be made with the line manager as to the severity of the incident, if the incident is significant (e.g. a major injury or death) the trustees should be informed immediately. If the incident is minor (e.g. a slip in the clinic) this should just be noted within the incident folder.

The incident report form (as attached in this policy) must be completed following any incident and saved within the team drive.

Date adopted: **April 2018**

This policy should be read alongside other Growing Hope policies.

Date of accident/ incident

Time of accident/ incident

:	am	Delete as
	pm	appropriate

Names of individuals involved

Name: _____

Name: _____

Employee/volunteer
Completing form: _____

Job
Title: _____

Contact
number: _____

Visitor ☐   Employee ☐

What led to the incident occurring?

_____

_____

_____

Where did the incident occur?

Location/Building: _____

Floor/Room: _____

Describe Accident/Incident

What treatment was required?
None ☐   First ☐   Hospital ☐
                Aid

What part of the body was injured?

right ☐
left ☐

n/a ☐

Please draw a body map if appropriate.

What was the injury? (eg. fracture, bruise, laceration)

| What happened following the incident? | _____ _____ | **Email this completed form to the address below**

Any time lost from work subsequent to this injury **must** be reported to the Growing Hope trustees.

Email: info@growinghope.org.uk |
| What will be done to prevent a similar incident occurring again? | _____ _____ _____ | |