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 is clearly 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 on the google drive.

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**

Date Reviewed: **February 2021**

This policy should be read alongside other Growing Hope policies.

Providing free therapy for children and young people with additional needs and their families in partnership with local churches across the UK.

Accident and Incident reporting form

Date of accident/ incident

[ ][ ][ ]

Time of accident/ incident

[:] am
pm

Delete as 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 _____

_____

What happened following the incident?

_____

_____

What will be done to prevent a similar incident occurring again?

_____

_____

Describe Accident/Incident

What treatment was required?

None [ ]   First Aid [ ]   Hospital [ ]

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)

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.

info@growinghope.org.uk