

Adverse Event Report Form A

For guidance see 'How to complete the Form' information sheet and when completing the blue tinted columns refer to the 'Code Guidance' sheet.

To be completed by any member of staff in BLOCK CAPITALS using a black ballpoint pen. Incomplete or illegible forms will be returned. Serious untoward Incidents such as unexpected death must be reported IMMEDIATELY to your PCT HQ regardless of the day or time. A Critical Incident is a serious, untoward event i.e. accident or incident, which has caused severe harm or injury to PCT services, premises or property, the organisation as a whole or in particularly upsetting cases staff, patients, volunteers or members of the public.

A - Who was involved in the incident?

Please complete details of all those involved in the incident - the persons affected, witnesses etc. (See Section A guidance for further information). If necessary use Form B for continuation.

Name of Person Affected	Sex M/F	Occupation (as applicable)	Home Address	Date of Birth	See Section A of Code Guidance			A4 Patient No.	A5 Patient's Consultant	A6 PCT
					A1 Ethnic Group	A2 Person Status	A3 Mental Health			
Code A	F	Retired	Code A	24/3/36	1	28		G105561	Dr Uorden	F/G PG
Names of:	Sex M/F	Job Title/Occupation (as applicable)	Base/Home Address	Date of Birth	A1 Ethnic Group	A2 Person Status	A3 Mental Health	A4 Patient No.	A5 Patient's Consultant	A6 PCT
Person reporting -										
Code A		S/N. Daedalus Gwmt!				15				F/G PG

B - When & where did the incident occur?

Date 2/6/16 Time 17:30 am/pm
 Site name GWMT Area (e.g. b/rm) Room 5
 Ward dept Daedalus Service 8 Independent Practice

C - What happened?

In CAPITALS, please describe briefly what happened, stating only facts and not opinion (Please use Continuation Sheet if required)
 What type of incident (see codes) 67 For all events of assault against staff complete and attach Form B (indicate here)

Code A sitting in wheelchair - being observed by staff - ward busy **Code A** not observe for short while and she attempted to get up - fell to floor and bang head - Small bump on right forehead. No other injuries

D - Impact on person affected/Impact on PCT?

(See Section D guidance for further information) - PLEASE USE FORM B TO DETAIL EFFECTS ON OTHERS INVOLVED

Physical - Eg. Musculoskeletal, Unexpected deterioration Psychological Social Unknown N/A
 Description/Nature of injury and affected area bump - bump to right forehead.
 Degree of Harm/Damage None Action Prevented Harm/Damage Low Moderate Severe Unexpected Death/Catastrophic event
 If Staff, did they complete their shift? YES NO

E - What property was affected?

DAMAGE/THEFT/LOSS/FAILURE OF/TO *Delete as appropriate. (Please include details of property on Continuation Sheet). (See Section B guidance for further information)
 Approx Value £

F - How was the event dealt with?

What was the outcome of the incident? (e.g. hospital or other treatment, reported to the Police)

Code A checked for injuries. other than bump on head no further injury noted. etc. sat into bed, as very restless and staff unable to sit

G - Medication adverse events

Please tick and complete Form B

H - Medical device/equipment incidents

Any defective equipment should be detained for inspection Please tick and complete Form B

This section MUST be completed by the Ward/Area/ Department Manager before passing the form to the Senior Manager

I - Ward/Area/Department Managers action
 What action will be taken immediately and longer term to prevent recurrence?
To monitor buzzer to be placed around Room 5 to Code A the need to call for assistance.

1.1 Why did it happen?	1.2 Future Risk?
Causes	Impact Code
Contributory Cause	Likelihood of re-occurrence
Name and Job Title of Ward/Department Manager	Date

Code A 4.6.16
 Date

This section to be completed by the service/senior manager (See Section J guidance for further information)

J - Service/Senior Managers action
 Who else has been informed? (PLEASE TICK RELEVANT BOXES)
 Copies of forms relating to staff accidents must be sent to Occupational Health and Human Resources
 Occupational Health Medicines & Healthcare Products Regulations Agency (MHRA)
 Human Resources Health and Safety Executive (RIDDOR)
 Agency/Bank Co-ordinator Emergency Services called
 Complaints Manager

What other action will be taken to prevent recurrence & share learning?
 Name and Job Title of Service/Senior Manager **Code A** Date 5/6/16