

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 one 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	
Code A	M	Patient	Code A	14/6/21	A1 Ethnic Group: 1	A2 Person Status: A	A3 Mental Health:	Q213 434	Dr. Lord	F2 G	
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	F	Staff Nurse	Gwmth - Daedalus	21/1/76	11	R		N/A		F3 G	
Others involved -											
B - When & where did the incident occur?		Date: 09/05/05 Time: 17:45 am/pm	Site name: Gwmth	Area (e.g. b/rm): Toilet							
			Ward dept: Daedalus	Service: 9	Independent Practice <input type="checkbox"/>						
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) 70 For all events of assault against staff complete and attach Form B (indicate here) <input type="checkbox"/>									
		Code A was sitting on the floor just outside the toilet with pants and trousers in middle of legs.									
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 <input type="checkbox"/> Psychological <input type="checkbox"/> Social <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> N/A <input type="checkbox"/>									
		Description/Nature of injury and affected area: Complained of pain on (R) flank, on observation there's redness.									
		Degree of Harm/Damage: None <input type="checkbox"/> Action Prevented Harm/Damage <input type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> Unexpected Death/Catastrophic event <input type="checkbox"/>									
		If Staff, did they complete their shift? <input type="checkbox"/> YES <input checked="" type="checkbox"/> 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)									
		NIL. 24 MAY 2005 16 MAY 2005 Approx Value £ <input type="checkbox"/>									
F - How was the event dealt with?		What was the outcome of the incident? (e.g. hospital or other treatment, reported to the Police)									
		With help from HSW Marchant and Activity Coordinator Code A , checked for any injury and then assisted to stand using chair. Aside from pain on (R) flank which might bruise in time as showing redness, no further injury noted.									
G - Medication adverse events		Please tick and complete Form B <input type="checkbox"/>		H - Medical device/equipment incidents				Any defective equipment should be detained for inspection		Please tick and complete Form B <input type="checkbox"/>	

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 reoccurrence?

NO ONGOING INQUIRY. REASONED TO ASK FOR HELP IN FUTURE BY WRING NURSE CALL BELL.

I.1 Why did it happen? **I.2 Future Risk?**

Causes: **3015** Impact Code: MN

Contributory Cause: UN

Name and Job Title of Ward/Department Manager: **Code A** Date: 12/5/05

Top Copy to: Risk Dept
Bottom Copy to be returned and kept securely by Ward/Dep Manager

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 reoccurrence & share learning?

Name and Job Title of Service/Senior Manager: **Code A** Date: 13/5/05

Please attach any Continuation Sheets