

# 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				
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 -											
<b>Code A</b>	F	SN	Dryad ward GNM14	6-3-2016	16	15	N/A	08 JUN 2005		F & G	
Others involved -											

<b>B - When &amp; where did the incident occur?</b>	Date 5/5/05 Time 19:00 <sup>shift</sup> /pm	Site name GNM14	Area (e.g. b/rm) <u>Ward</u>
		Ward dept DRYAD WARD	Service <input checked="" type="checkbox"/> Independent Practice <input type="checkbox"/>

<b>C - What happened?</b>	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) <u>32</u> For all events of assault against staff complete and attach Form B (indicate here) <input type="checkbox"/>
There were 4 staff left after 7PM because one agency staff went home since she's not well. We got 2 admissions plus the 18 patients.	

<b>D - Impact on person affected/Impact on PCT?</b>	(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 type="checkbox"/> N/A <input type="checkbox"/>
Description/Nature of injury and affected area	
Degree of Harm/Damage	None <input type="checkbox"/> Action Prevented Harm/Damage <input checked="" type="checkbox"/> Low <input 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 type="checkbox"/> NO

<b>E - What property was affected?</b>	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 £ <input type="text"/>

<b>F - How was the event dealt with?</b>	What was the outcome of the incident? (e.g. hospital or other treatment, reported to the Police)
Remaining staff worked harder to cover the absence of 5th staff member	

<b>G - Medication adverse events</b>	Please tick and complete Form B <input type="checkbox"/>	<b>H - Medical device/equipment incidents</b>	Any defective equipment should be detained for inspection	Please tick and complete Form B <input type="checkbox"/>
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**This section MUST be completed by the Ward/Area/Department Manager before passing the form to the Senior Manager**

<b>I - Ward/Area/Department Managers action</b>			
What action will be taken immediately and longer term to prevent reoccurrence?			
Unable to prevent this happening.			
<b>I.1 Why did it happen?</b>		<b>I.2 Future Risk?</b>	
Causes	4	Impact Code	NH
Contributory Cause	5	Likelihood of re-occurrence	POS
Name and Job Title of Ward/Department Manager	M. ASH-DGE WARD MANAGER	Date	6-6-05

Top Copy to: Risk Department  
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)

<b>J - Service/Senior Managers action</b>	
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	
<input type="checkbox"/> Occupational Health	<input type="checkbox"/> Medicines & Healthcare Products Regulations Agency (MHRA)
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Health and Safety Executive (RIDDOR)
<input type="checkbox"/> Agency/Bank Co-ordinator	<input type="checkbox"/> Emergency Services called
<input type="checkbox"/> Complaints Manager	
What other action will be taken to prevent reoccurrence & share learning?	
Name and Job Title of Service/Senior Manager	<b>Code A</b> Modern Manager Date 7/6/05

Please attach any Continuation Sheets