

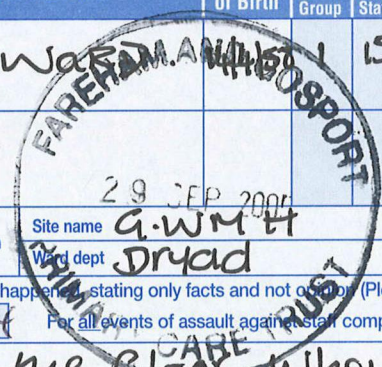
Adverse Event Report Form A

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	N/A	Code A	24-1-36	1	28	N/A	Q76 0778	QUERISHA	F+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	GIN.	DRYAD WARD	15/11/58	1	15	N/A	-	-	F+G
Others involved Code A										



B - When & where did the incident occur? Date 7/9/05 Time 16:45 pm Site name G.W.M.H Area (e.g. b/rm) Room 8
Ward/dept Dryad Service 8 Independent Practice

C - What happened? In CAPITALS, please describe briefly what happened, stating only facts and not opinions. (Please use Continuation Sheet if required)
What type of incident (see codes) 79 For all events of assault against staff, complete and attach Form B (indicate here)

Code A was found sitting on the floor when asked he said he was trying to get something and felt dizzy. Obs taken and s/b ward doctor. Hoisted back to bed. NO apparent injury at time of report.

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 NO injuries apparent.
 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)
NONE 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)
Hoisted from floor to bed. Examined by ward doctor. No injuries apparent. Falls Pathway - Corplan completed. N.O.K informed.

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 reoccurrence?
Staff informed of incident
Code A advised not to walk without assistance but legs/feet impaired

I.1 Why did it happen?	I.2 Future Risk?
Causes 15	Impact Code M10
Contributory Cause 8	Likelihood of re-occurrence POS
Name and Job Title of Ward/Department Manager M. ASHMOLE Ward Manager	Date 15/9/05

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 15/9/05