

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	Rtd.	Code A	12/4/26	1	28	6	Q 958611	LORD	7c
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 - YONG PEASE	F	SSN	Sultan Ward GWH		15	6				7c
Others involved -										

B - When & where did the incident occur? Date 18/11/05 Time 18:00 am/pm Site name GWH Area (e.g. b/rm) Sultan Ward dept SULTAN 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) For all events of assault against staff complete and attach Form B (indicate here)

Code A was discharged at 3pm, her husband came back at 18:00 hrs to collect medications as the **Code A** has asked him to. The medications had not arrived back from the pharmacy as the patient was not planned to be discharged until the 21st Nov '05.

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

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)

I gave the patient medication from the ward stock to cover for the weekend, this is not the policy of the ward.

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?
Patient's date of discharge should not be brought forward unless all the necessary medication are on the premises and all care are in place.

I.1 Why did it happen?	I.2 Future Risk?
Causes 1/7	Impact Code MOD
Contributory Cause 5	Likelihood of re-occurrence POS

Name and Job Title of Ward/Department Manager YONG PEASE SSN SULTAN WARD Date 20/11/05

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 recurrence & share learning?

Name and Job Title of Service/Senior Manager **Code A** Maden Maden Date 21/11/05

Form no.

Fareham and Gosport
Primary Care Trust

Adverse Event Report Form B

G - Medication adverse events Stage of Treatment Description of event (Eg. Allergy, formulation) See section G of code guidance for relevant codes

Approved Name	Proprietary Name	Form	Manufacturer	Batch No.	Dose	Frequency	Route

H - Medical device/equipment incidents Any defective equipment should be detained for inspection

Type of device (see H codes)	Location	Product Name	Model	Manufacturer	Supplier	Catalogue Number	Serial Number	Batch Number	Expiry Date	Date Manufactured	Quantity Defective

Any further information relating to the incident and the affect on people involved

Code A original date of discharge was 21st Nov 05, her discharge was brought forward due to demands for bed, her TTS was faxed on 17.11.05 @ 15.40hrs. but it did not arrive back on the ward on the 18th in time for discharge. I gave medications from the ward stock to cover patient over the weekend, this is not a normal practice neither is it safe practice.

Kvken SSN
20/11/05

Acts of violence against PCT staff

- Please state why the assailant was on the premises.
- Please detail any relevant information about the assailants condition prior to the assault.
- Please include any relevant details about the environment at the time of the incident (noise levels, lighting etc.)
- Please provide specific detail of the assault i.e. A struck B...how hard etc.

Were the police called? YES / NO (delete as appropriate)

If Police were called, please detail the following:

1. Time of call: _____ Date: _____

2. Name of person reporting

3. a) If police attended: name, station and contact number

b) If police did not attend explain why not

4. Police action to be taken - none, prosecution, not known, verbal warning, other (please state)

 5. Has a staff member taken any sick leave as a result of the incident?
 - estimated cost of staffing due to absence, estimated cost of replacement staff

YES / NO

£

6. Estimated cost of damage to equipment

£

7. Have you / do you intend to provide assailant with written warning?

YES / NO

8. Have you / do you intend to withhold treatment to the assailant?

YES / NO

9. Any other relevant information / comments