

# 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						
<b>Code A</b>	F	Retired	<b>Code A</b>	17/01/42	1	28	1	0956661	Dr Torley	F T 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 -													
<b>Code A</b>	F	Word Clerk	Daecklus Word	23/07/68	1	1	1	-	-	F T G			
Others involved -													
All medical staff													
B - When & where did the incident occur?		Date	Time	Site name	Area (e.g. b/rm)								
		14/03/06		Gwm H	Daecklus								
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) <b>37</b> For all events of assault against staff complete and attach Form B (indicate here)											
<b>Code A</b>		NOTES (MEDICAL) HAVE COME ONTO THE WARD WITH NOTHING FROM DI OAH HAVING FILED ANYTHING INTO MEDICAL NOTES. THIS MEANS THAT THE DOCTOR HAD TROUBLE FINDING CURRENT CLINICAL INFORMATION - THIS ALSO MAKES IT HARD FOR REST OF MEDICAL STAFF.											
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													
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								
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)											
		WILL TRY TO SORT MEDICAL NOTES INTO SOME SORT OF ORDER IF I HAVE TIME.											
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?	
Continue to work with transfering wards	
I.1 Why did it happen?	I.2 Future Risk?
Causes	Impact Code
Contributory Cause	Likelihood of re-occurrence
5/7/8	AC
Name and Job Title of Ward/Department Manager	Date
<b>Code A</b>	16.3.06
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)

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	
<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?	
copy to Director of Nursing @ JPHF E. Burns	
Name and Job Title of Service/Senior Manager	Date
<b>Code A</b>	20/3/06
Please attach any Continuation Sheets	