

Process Document

Title: Dual Reporting of Incidents in Practice

From: Incidents in Practice Task and Finish Group – sub group of the Practice Learning Committee **Date** 2 November 2016

Introduction

To be read in conjunction with the University of Southampton [Health and Safety Policy Statement](#) and Policy.

Whilst engaged in practice experiences, students may become involved in incidents or accidents. Should this happen, it is important that personnel at the Faculty of Health Sciences are informed, not only to enable the monitoring of health and safety issues but also to offer support and guidance should this be required. The student must contact the University Practice Coordinator (UPC) or the Practice Visitor (PV), as they will advise the student of the appropriate action to take.

Dual Reporting when on Placements

As accidents and incidents can affect the student, as well as the service user or others in practice this will necessitate “dual reporting” using the **host organisation’s incident reporting system** and the [University Incidents form](#). If there is uncertainty regarding appropriate action to take, the health and safety officer at the Faculty of Health Sciences can be consulted by emailing P.Fisk@soton.ac.uk.

Procedure

When an accident/incident occurs on placement, you must report it using the host’s incident reporting system so that they can investigate it. As a student of the University, you also need to report some accident/incidents to the University by reporting the incident to a University Practice Coordinator or your Practice Visitor (Dual Reporting) so that they can complete the University Incident form on the student’s behalf and allow the University to investigate if required.

The University Incident form is at <http://www.southampton.ac.uk/healthandsafety/incidents.html>, when completed a copy is sent to the Faculty Lead for Practice Learning.

The University’s incident reporting and investigation procedure requires the following general incidents to be reported;

1. an injury requiring first aid and/or issue of first aid materials from a first aid kit,
2. a fire or near miss has occurred, and
3. any RIDDOR reportable injury, disease or dangerous occurrence.

Definitions:

Incident:	Work related event(s) in which an injury or ill health (regardless of severity) or fatality occur, or could have occurred.
Accident:	An incident, which has given rise to injury, ill health or a fatality.
Near Miss:	An unplanned event that did not result in injury, illness, or damage - but had the potential to do so.
Ill-Health:	Identifiable, adverse physical or mental condition arising from or made worse by a work related activity and/or work related situation.

Reportable Incidents: For clarification purposes an Incident Form should also be completed when on placement if a near miss or actual injury or mental distress or ill-health is experienced by the student when;

- a) They slip, trip or fall in the workplace
- b) Suffer a manual handling injury whilst moving a patient
- c) Suffer a manual handling injury whilst moving any object not a patient
- d) They have contact with a biological hazard through a mucus membrane, blood or sputum from known high-risk patients (Hep B, Hep C, HIV and TB etc.)
- e) They have been physical abused/assaulted (at the discretion of the individual based on the situation)
- f) They have been verbally abused (at the discretion of the individual based on the situation)
- g) They have a collision with an object (walked into or hit by)
- h) They receive a burn/scald from contact with a hot or cold surface or fluid
- i) They receive an electric shock
- j) They are accidentally exposed to ionising radiation (x-ray or other)
- k) They have contact with a hazardous substance (chemical) either through skin contact, inhalation, absorption or ingestion
- l) The accident or injury removes the student from placement or course for seven days or more (Riddor reportable)
- m) The accident removes the student from the workplace to a hospital or the hospital's Emergency department (Riddor Reportable)

Non Reportable Incidents:

The following list offers examples of those issues/incidents that **do not** need a University Incident Form.

- a) Patient medication error unless made by the student/staff,
- b) Patient welfare/neglect in nursing standards,
- c) Staffing levels that affect the level of patient care,
- d) Any other patient orientated situation that would otherwise give rise to reporting within the host organisation under their risk management or clinical governance procedures such as Serious untoward incident (SUI) or Serious incident requiring investigation (SIRI) and students should first raise these with their tutor/supervisor
- e) Safeguarding of vulnerable adults or children

<i>Originated by:</i>	<i>Incidents in Practice Task and Finish Group – sub group of the Practice Learning Committee</i>
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