

## Incidents in Practice Dual Reporting When on Placements

### Introduction

When an accident/incident occurs on placement in a host organisation 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 it to the University on an S24 Incident form at the same time (Dual Reporting) so that the University can investigate it. The University's incident reporting and investigation procedure HSP1 requires the following general events to be reported on an S24 Incident form;

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: is an incident which has given rise to injury, ill health or a fatality.*

*Near Miss: is 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.*

**S24 Reportable Incidents:** For clarification purposes an S24 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 S24 Reportable Incidents:** For clarification purposes examples of issues/incidents that **do not need an S24 Incident Form** completing but requires jointly reporting to the host organisation through their incident reporting system and to the University through your tutor (please see incidents in practice proforma) are;

- 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