

# Accidents/Incidents/Events – Investigating and Reporting

## Highlights

Protocols for Reporting Accidents and Incidents and Completing Report of Incident/Accident Forms

Protocols for Assisting Accident and Incident Victims

Protocols for Rendering Medical Attention to Accident or Incident Victims

## Policy Statement

All accidents or incidents involving residents, employees, visitors, vendors, etc., occurring on our premises must be investigated and reported to the Administrator.

### Policy Interpretation and Implementation

#### 1. Reporting of Accidents/Incidents:

- a. Regardless of how minor an accident or incident may be, including injuries of an unknown source, it must be reported to the department supervisor as soon as such accident/incident is discovered or when information of such accident/incident is learned.
- b. A *Report* form must be completed for all accidents or incidents.
- c. An employee witnessing an accident or incident involving a resident, employee, visitor, etc., must report such occurrence to his or her immediate supervisor as soon as practical. Do not leave an accident victim unattended unless it is absolutely necessary to summon assistance.
- d. The Nurse Supervisor/Charge Nurse must be immediately informed of accidents or incidents so that medical attention can be provided.

#### 2. Assisting Accident/Incident Victims:

Should you witness an accident, or find it necessary to aid an accident victim, you should:

- a. Render immediate assistance. Do not move the victim until he/she has been examined for possible injuries; and
- b. If assistance is needed, summon help. If you cannot leave the victim, ask someone to report to the nurses' station that help is needed, or if possible, use the call system located in the resident's room to summon help.

#### 3. Medical Attention:

The Nurse Supervisor and/or Charge Nurse shall:

- a. Examine all accident/incident victims;
- b. Notify the Medical Director or the victim's personal or Attending Physician, and inform the physician of the accident or incident;
- c. If necessary, transfer the injured person to the emergency room, medical treatment center, hospital; and
- d. If necessary or appropriate, designate an employee to accompany the victim to the emergency room, medical treatment center or hospital.

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**4. Investigative Action:**

- a. The Nurse Supervisor/Charge Nurse and/or the department director or supervisor must conduct an immediate investigation of the accident or incident.
- b. The following data, as it may apply, must be included on the *Report of Incident/Accident* form:
  - (1) The date and time the accident or incident took place;
  - (2) The nature of the injury/illness (e.g., bruise, fall, nausea, etc.);
  - (3) The circumstances surrounding the accident or incident;
  - (4) Where the accident or incident took place;
  - (5) The name(s) of witnesses and their accounts of the accident or incident;
  - (6) The injured person's account of the accident or incident;
  - (7) The time the injured person's Attending Physician was notified, as well as the time the physician responded and his or her instructions;
  - (8) The date/time the injured person's family was notified and by whom;
  - (9) The condition of the injured person, to include his or her vital signs;
  - (10) The disposition of the injured (i.e., transferred to hospital, put to bed, sent home, returned to work, etc.);
  - (11) Any corrective action taken;
  - (12) Follow-up information;
  - (13) Other pertinent data as necessary or required; and
  - (14) The signature and title of the person completing the report.
- c. A completed *Report of Incident/Accident* form must be submitted to the Director of Nursing Services no later than twelve (12) hours after the occurrence of the accident or incident.

**5. Forwarding completed *Report of Incident/Accident* forms:**

- a. The Nurse Supervisor/Charge Nurse and/or the department director or supervisor shall:
  - (1) Complete a *Report of Incident/Accident* form and submit a copy to the Director of Nursing Services within twelve (12) hours of the incident or accident;
  - (2) Submit the original copy of the *Report of Incident/Accident* form to the Administrator no later than twenty-four (24) hours after the occurrence of the accident or incident.
- b. A supply of *Report of Incident/Accident* forms is maintained at each nurses' station and each department director's office.