

Accidents and Incidents – Investigating and Reporting

Policy Statement

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

Policy Interpretation and Implementation

1. The Nurse Supervisor/Charge Nurse and/or the department director or supervisor shall promptly initiate and document investigation of the accident or incident.
2. The following data, as applicable, shall be included in the Risk Management module in the electronic software:
 - a. The date and time the accident or incident took place;
 - b. The nature of the injury/illness (e.g., bruise, fall, nausea, etc.);
 - c. The circumstances surrounding the accident or incident;
 - d. Where the accident or incident took place;
 - e. The name(s) of witnesses and their accounts of the accident or incident;
 - f. The injured person's account of the accident or incident, if appropriate;
 - g. The time the injured person's Attending Physician was notified, as well as his or her instructions;
 - h. The date/time the injured person's family was notified and by whom;
 - i. The condition of the injured person;
 - j. The disposition of the injured (i.e., transferred to hospital, put to bed, sent home, returned to work, etc.);
 - k. Any corrective action taken;
 - l. Follow-up information;
 - m. Other pertinent data as necessary or required; and
 - n. The signature and title of the person completing the report.
3. The Nurse Supervisor/Charge Nurse and/or the department director or supervisor shall complete a report in the electronic health record software within 24 hours of the incident or accident.
4. Incident/Accident reports will be reviewed by the Safety Committee or Interdisciplinary Team for trends related to accident or safety hazards in the facility and to analyze any individual resident vulnerabilities.
5. The Administrator or Designee will determine if the incident/accident needs to be reported to State or Federal Agencies based on regulatory criteria.

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References

Other References

Related Documents

First Aid Treatment
Reporting Suspicion of a Crime
OSHA Forms 300, 300A, and 301
Report of Incident/Accident (MP5415)

Review Date

Date: 3-15-2021