

Process for reporting incident / accident/ near miss involving a student whilst on placement

Student involved in Incident / Accident / Near Miss

Immediate action taken to ensure patient / staff / student safety and any required treatment given

Inform appropriate Line Manager, and Incident Report Form completed with support from Mentor. Same form is completed for all types of Incident / Accident / Near Miss

Student is responsible for informing the Academic Lead for Placements (Nick Salter 2013894) of the School of Nursing & Midwifery within 2 working days

Regardless of type of incident, student to obtain copy of Incident Report Form and send to the Academic Lead for Placements at the School of Nursing & Midwifery within 2 working days

Academic Lead for Placements informs Head of School of Nursing & Midwifery, Programme Leader and the Student's Personal Tutor

Academic Lead for Placements completes DMU green Accident or Incident Report within 3 working days and forwards it to DMU Health & Safety Officer Serious incident involving a student must be reported immediately to the Head of School (2013878) for appropriate action

Line Manager to support and advise student on appropriate grading, e.g. consequence (impact) of incident and any subsequent actions, investigations, referrals, lessons learned and recommendations to reduce the risk of recurrence

Line Manager has local responsibility for completing the manager's section of the Incident Report Form, section 5 is completed, and for ensuring the form is sent to the Trust's Incident Team to be coded and inputted on Datix in a timely manner

If it is a suspected or confirmed health and safety
RIDDOR-related accident, Line Manager to inform the relevant
Trust's Health & Safety Team and copy Incident Report Form to them

Whilst maintaining confidentiality, Line Manager to share relevant information resulting from any investigation / actions with Academic Lead for Placements at the School of Nursing & Midwifery by email