

POLICY

Valid for East of England Hyperbaric Unit and Whipps Cross Hyperbaric Unit

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INCIDENT REPORTING POLICY and PROCESS for SERIOUS INCIDENTS REQUIRING INVESTIGATION (SIRI) INCLUDING NEVER EVENTS

Definitions:

The term “**incident**” includes clinical and non-clinical incidents, accidents, accidental injuries, near misses, serious incidents, unusual and dangerous occurrences, damage to Trust property, plant or equipment, fires, medication incidents, security incidents and incidents involving medical devices and other equipment that require investigation.

A **patient safety incident** is “*any unintended or unexpected incident that could have or did lead to unnecessary harm for one or more persons receiving NHS funded healthcare*”.

Internal reporting process:

All incidents, including Serious Incidents Requiring Investigation (SIRI) must be reported to the Managing Director as a copy of the JPUH Electronic Safeguard incident report form or in the form of a written statement. All clinical incidents will be reported to the Medical Director of the Hyperbaric Unit at the same time.

All incidents classified as severe harm or death, including all SIRI’s and Never Events, must be reported, approved by the Medical and Managing Directors on the same day of the incident, or within 12 hours latest. All other types of incident must be reported to the Managing Director within 5 working days of the date of the incident.

For all clinical incidents, regardless of severity, the Trust’s Incident Reporting Policy will be followed and investigations carried out by senior JPUH staff in accordance with the Trust’s policy. (See the Appendix for a copy of the Trust’s Policy.) The Unit’s Medical Director is responsible for communicating any Incidents to the Trust in compliance with the Trust’s Incident Reporting policy.

The Medical Director will inform the Managing Director of the progress of any investigation carried out by the Medical Director or a Trust appointed investigator, and the Hyperbaric Unit will cooperate fully and openly with the Trust’s investigators. Upon completion of the investigation, the Trust will make full details of the report and its conclusions available to the Company, and where necessary an Action Plan will be developed, implemented and monitored in collaboration with the Trust.

Incident reports are transmitted electronically to the Managing Director, either by nhs.net, if confidential patient information is recorded, or submitted as a hard copy. Hard copies of all Incident reports are kept in a file at Company offices in London, Whipps Cross.

Incidents are regularly audited, and the results made available to the Medical Director, and if required to the Trust.