

# Specialist Hospitals and Women's Health Directorate

## Children's Hospital

Procedure to follow when an incident or near miss occurs.

Incident occurs.

The member of staff involved in the incident **MUST**:

- Take relevant immediate action, including reporting to Line Manager (Ward Sr/Consultant)
- Complete an incident form/Datixweb, ASAP and forward it and any supporting documentation to the Line Manager.



The Line Manager **MUST**:

- Quality assure the incident form/Datixweb
- Grade the incident, by using the BHSCT risk matrix
- Agree any actions required and initiate an investigation, if appropriate.
- Complete a NIAIC form, if the incident has involved a medical device.
- <http://intranet.belfasttrust.local/Policies%20and%20Procedures/Medical%20Devices%20-%20Form%2015%20-%20NIAIC%20reporting%20form.doc>
- Record the incident on the daily safety briefing form.
- If incident book used - forward the white copy of the form and supporting documentation, immediately, to the Risk & Governance Depart 6<sup>th</sup> Floor McKinney House, MPH.
- Forward the green copy to the Quality Coordinator, highlighting any issues about the incident.
- Retain the blue copy in the department. (QCoO will copy the form to a 2<sup>nd</sup> service if required)



All incidents will be reviewed at the weekly Children's Hospital Incident Panel (CHIP) meeting. If the incident is graded, Major (orange) or Significant/Catastrophic (red) or if it meets the SAI criteria the Quality Coordinator, must escalate the incident to the Service Manager.

- Professional medical issues must be escalated from CHIP to the Associate Medical Director, and copied to the Service Manager.
- Professional nursing issues must be escalated from CHIP to the Associate Director Nursing and copied to the Service Manager.



The Service Manager must:

- Inform the
- Copy the incident form to the and to the Governance Manager



The Co- Director, must:

- Inform the Director and a decision is made as to the type of investigation required and who will lead it.
- Forward the investigation report to the Governance Manager.

**Serious Adverse Incidents (SAI)**

If an incident meets the SAI criteria the 'Procedure for Reporting Adverse Incidents' will be followed.

*SHWH Children's Hospital incident reporting flow*