

Incidents/Accidents

Title: Incidents/Accidents

Purpose: Ensure prompt attention when an incident/accident occurs and completion of corresponding documentation.

Procedure:

1. Whenever an occurrence or event leads to unintentional consequences and an unfortunate happening to a resident, visitor or staff member on the grounds of this community, an Incident/Accident Report must be completed.
2. Notify the Manager as soon as possible if there was actual injury to the resident, visitor or staff member.
3. Complete the Incident/Accident form.
4. If a resident has experienced the incident, they should be involved in the decision as to whether or not the family/responsible person is notified.
5. If there is any injury resulting in the need for medical treatment, the family/responsible person will be notified, if the resident wishes.
6. Arrange for transportation for medical evaluation/care if indicated/requested.
7. Record incident/accident event, injury and care provided in the resident's medical record.
8. Provide the Incident/Accident form to the Manager as soon as possible.

Related Policy/Procedure

Administrative

Communication

Resident Records

Life Safety/Emergency/Disaster

Emergency Care

Risk Analysis

Safety Committee

Safety Policy

Safety Procedure

Personnel

Ongoing Staff Training

Orientation and Training

Approval date		Review date		Review date	
Review date		Review date		Review date	
Review date		Review date		Review date	
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