

## Primecare Health – Incident Report Form

**An incident is a serious unplanned event that had the potential to cause harm or loss, physical, financial or material.**

Service User's address	
Name and DOB of the service user	
Date of incident	
Time of incident	
People involved in incident	

Incident reported by:	
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			Incident reported to CI?	Date and time report being sent to CI	Outcomes /comments
	Missed visit	If the incident has caused the client to be harmed. Please report to CI within 24 h. Please attach missed visit form	YES/NO		
	Allegation of abuse	In all cases of allegation of abuse please report it immediately to CI	YES/NO		
	Infection outbreak	All suspected or known outbreaks of infection has to be reported to CI immediately	YES/NO		
	Death of service user	If death occurs or was indentified when service was being provided please report to CI immediately	YES/NO		

	<b>Allegation of misconduct</b>	All misconduct of behaviour that warrants investigation, dismissal or other disciplinary action has to be reported to CI within 24 h.	YES/NO		
	<b>Medication error</b>	If there is a medication error which harmed or might harm the service user please report to the GP immediately and to CI within 24h, please attach medication error form	YES/NO		
	<b>Others</b>	Please speak to your line manager for further advice	YES/NO		

Description of incident

Action taken

Manager's signature \_\_\_\_\_

Date \_\_\_\_\_