

ACCIDENTS & ADVERSE INCIDENTS

All accidents and incidents should be recorded on a Lydian Care 'accident & incident form'. This form can be requested from the office.

THIS FORM SHOULD BE COMPLETED AS SOON AS FEASIBLE FOLLOWING AN ACCIDENT OR INCIDENT. ON COMPLETION THIS FORM MUST BE HANDED TO THE REGISTERED MANAGER.

The completion of an accident or incident record must capture the following:

- Name & Title of Person completing this form
- Signature
- Date of Time of Completion
- Date & Time Accident
- Description of Accident/Incident
- Witnesses/Persons Present
- Persons notified
- Follow up Action

On receipt of a completed accident/incident form the Registered Manager will complete/action the following:

- Persons notified
- Follow up Action
- Outcome
- Signature & Date

As a 'Registered Agency' the Lydian Care registered manager is obligated to inform clients, client family members, and statutory bodies (including the RQIA) of the occurrence and outcome of Accidents & Incidents'. This will be in line with data protection and client confidentiality.

Monitoring & Management of Accidents/Incidents

The Registered Manager will be responsible for the monitoring of all accidents/incidents. Information arising from this monitoring will be used to inform future management and care practice.

All accidents/incidents will be investigated. Where follow up action is required or in the case where a successful outcome has not been achieved, the registered manager will investigate in line with the steps set out within the company 'complaints policy'.

Reviewed January 2015

Reviewed October 2016

Reviewed October 2017

Reviewed October 2018

Reviewed December 2019

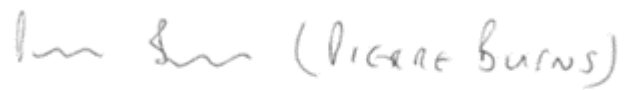
Reviewed December 2020

Reviewed September 2021

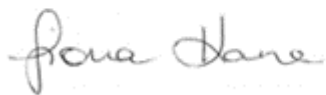
Fiona Kane Registered Manager-----

Pierre Burns Responsible Person-----

Signed: Pierre Burns (Director)

Handwritten signature of Pierre Burns in cursive script, followed by the text "(Pierre Burns)" in a similar cursive font.

Signed Fiona Kane (Registered Manager)

Handwritten signature of Fiona Kane in cursive script.