

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

Serious Incident 3 Day Follow up / RIDDOR Incident Report (Service User Affected)

Report Date:	Datix Ref :	STEIS Ref No: Date incident reported on STEIS:
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DETAILS OF PERSON AFFECTED *(To be removed by SI office)*

Full name  
NHS Number:  
Gender:  
Ethnic Origin:  
Address:  
Date of birth:  
Mental Health Act Status:  
Consultant/RMO:  
Diagnosis:  
Care Coordinator:  
CPA Status:

BRIEF MENTAL/PHYSICAL HISTORY OF PATIENT/CLIENT/RESIDENT

*Include chronology of recent care, treatment, appointments and contacts and if previously known to services. (Providing a general background)*

DESCRIPTION OF THE INCIDENT/ACTION TAKEN

*Include place, date and time of the incident. Describe the incident including events leading to the incident, the incident itself, and all known outcomes, extent of injuries and follow-up.*

**SUMMARY/TIMELINE OF INCIDENT EVENTS**

*(Note events per Day, Date & Time) Specifically in relation to the incident.*

**CONCLUSION**

*Specify key issues, causes and concerns. Make recommendations for any action in light of the **INITIAL** investigation findings, both Trust wide and locally. Highlight good practice where evidenced.*

**SUPPLEMENTARY INFORMATION**

*Any other relevant additional information/evidence/persons involved - include Care Plan issues, date and information on risk assessment.*

**FURTHER ACTION**

*Include information on next steps and how Duty of Candour is being taken forward and actions taken e.g. support for staff, securing of records, initial family support etc.*

<b>REPORT PREPARED BY (Name and Title):</b>	
<b>CONTACT FOR QUERIES:</b>	Head of Compliance & Risk Management Head of Serious Incidents Executive Director of Clinical Governance and Quality

SAMPLE - DO NOT USE