

Reporting an Incident

Nursing

What to do after a patient safety incident, in the order it needs doing.

Reporting is a safety mechanism. It is how the same event stops happening.

1

Make the patient safe

Clinical care and assessment come before any paperwork.

2

Tell someone now

Inform the person in charge and the responsible clinician.

3

Be open with the patient

Explain what happened and apologise, per local candour duties.

4

Record the facts

Contemporaneous, objective, in the clinical record and the report.

5

Preserve the evidence

Keep equipment, packaging, batch numbers and settings as they are.

6

Support and learn

Debrief; contribute to the review rather than to blame.

Educational reference. Incident, candour and reporting requirements are set by law and local policy and differ by country. Follow your own