

GENERAL ADMINISTRATION 7.0

Report of Accidents (Non-Employees) -- 7.5

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POLICY

All incidents and accidents occurring on health department premises involving patients or visitors must be immediately and properly reported.*

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

Document specific occurrences of all accidents and incidents occurring on health department premises.

PROCEDURE

Any employee witnessing or receiving information about an incident/accident involving a patient or visitor on health department premises, must report the mishap immediately. It is the responsibility of the nursing supervisor, or designee, to complete an **Incident/Accident Investigation Report, PH-1765**, based on the information of the person(s) involved, if possible. A copy of the completed **Incident/Accident Investigation Report** must be filed with the regional nursing director according to the regional plan, and must be sent directly to the Bureau of Health Services within 72 hours of the incident/accident. The original form is to be maintained in the incident/accident file at the location where the

incident/accident occurred. The county director and nursing supervisor at the location where the incident/accident occurred are responsible for follow-up and making sure that preventive corrective action is taken.

The Regional Office is responsible for reviewing all **Incident/Accident Investigation Report** forms on a periodic basis in order to detect trends and assess corrective action strategies.

Copies of all **Incident/Accident Investigation Report** forms are to be retained locally for a period of two (2) years, except for occurrences involving exposure to hazardous or infectious substances. In these cases, the form must be kept 30 years from the date of occurrence.

NECESSARY FORM

Incident/Accident Investigation Report, PH-1765 (Rev. 1/99)

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Medical Director, Bureau of Health Services, (615)741-7305

*See Policy 3.4 for employee incidents and accidents.