POLICY:

All resident accidents/incidents shall be reported using the Accident/Incident Report Form.

PURPOSE: The accident/incident report will be a means of reporting safety issues regarding residents for investigation to prevent further incidents from happening.

PROCEDURE:

1. Any employee witnessing an accident/incident shall report the incident to the nurse.

2. The nurse will investigate an accident/incident and write pertinent information on the Accident/Incident Report Form.

3. The following incidents should be reported to the physician immediately:
   A. Head injuries that result in loss of consciousness.
   B. Incidents which cause edema, pain, restricted movement of joint or extremity. (i.e. suspected fracture)
   C. Crushing type injuries.
   D. Medication errors that reach the resident. (Policy #507)
   E. Burns - 2nd & 3rd degree
   F. Any other injury which results in abnormal sudden changes in vital signs which warrants investigation/observation.

4. If two residents are involved in an incident, only one incident report form needs to be completed. Both names need to be included in the report. (Policy#1104 att#1)
5. A resident should not be moved until assessed by a nurse, if the resident cooperates. The accident must be charted completely in the resident's medical chart.

6. If warranted, the resident shall be transferred to the Central Montana Medical Center.

7. Family and guardian must be notified of incidents requiring immediate medical attention or change in condition.

8. The Accident/Incident Report shall be routed to the Director of Nursing. Serious injuries or incidents such as unusual death, missing persons must be reported to the Director of Nursing and Superintendent immediately.

9. Accident/Incident Reports are placed in the Director of Nursing’s mail box and reviewed by the Multi-disciplinary Committee at the next meeting.

Reviewed: ______________________

Superintendent: ______________________