

CORPORATE POLICY

SUBJECT: Incident / Injury Reporting	CATEGORY: Human Resources
	ORIGINAL DATE: May 1, 1996
	REVIEWED DATE: September 28, 2018
	REVISION DATE: October 24, 2018

I. **POLICY**

The Lake County Health Department and Community Health Center (LCHD/CHC) requires timely reporting of all incidents that affect employees, patients, visitors, clients and property.

For legal, insurance, and administrative requirements, it is mandatory that all incidents be reported in accordance with LCHD/CHC procedures. The incident report shall not be part of the medical record.

Definitions:

- Incident: staff/patient safety events that reach the staff/patient, whether or not there was harm involved.
- Near miss (close call): staff/patient safety events that did not reach the staff/patient.
- Unsafe condition: circumstances that increase the probability of a staff/patient safety event occurring.
- Exposure incident: Specific eye, mouth, other mucous membrane, non-intact skins, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

II. **SCOPE:**

All Lake County Health Department and Community Health Center employees.

III. **PROCEDURE**

- A. All staff must ensure that any incident, accident, injury, vandalism, property damage, near miss event or unsafe condition involving themselves or any other individual and/or property is immediately reported using the appropriate form within the Healthcare SafetyZone Portal.
- B. Incidents will be reported to program/clinic supervisor/manager immediately upon occurrence or discovery. The supervisor will be responsible for timely review and documentation of corrective action where applicable within the Healthcare SafetyZone Portal.
- C. All staff are responsible for:
 1. Identifying and reporting incidents, near miss events, and unsafe conditions using the Healthcare SafetyZone Portal and notifying their immediate supervisor.
 2. Cooperating in the investigation of incidents.
 3. Participating in the implementation, monitoring and evaluation of actions from recommendations and subsequent learning opportunities.
- D. As soon as a supervisor/manager is made aware of an incident, near miss or unsafe condition, they must:

CORPORATE POLICY

1. Conduct an immediate assessment of the situation to determine the nature and severity of the impact of the incident, near miss or unsafe condition on clinical care and/or service delivery by completing a timely review and documentation of corrective action including steps 2, 3, and 4 (below), where applicable within the Healthcare Safety Portal.
 2. Ensure that any individual who may have sustained an injury resulting from the incident receives immediate first aid and/or medical treatment according to established procedures. Take any immediate action necessary to make the area safe and reduce the risks of a reoccurrence.
 3. Determine whether the incident/near-miss/unsafe condition should be a serious event/sentinel event. Once a decision has been made the LCHD/CHC process for reporting either an incident or serious event/sentinel event should be followed (see clinical incident management program).
 4. For exposure incidents, immediate action during post-exposure evaluation and follow-up is critical. Refer to LCHD/CHC Infection Control Manual for detailed policy and procedure on exposure follow-up.
- E. The Safety Coordinator will collect, maintain, evaluate and respond to data gathered from Incident Reports in collaboration with Clinical Compliance Manager, County Risk Management, Medical Director, and the Environmental Health and Safety (EHS) Committee.

IV. REFERENCES:

LCHD/CHC Incident Reporting and Management SOP
LCHD/CHC Serious Event Policy
LCHD/CHC Sentinel Event Policy
LCHD/CHC Infection Control Manual

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____