

## Process For Reporting Accidents/Incidents/Concerns On Placement Only

**NOTE – this process is in addition to any Placement Provider accident/incident/ concerns reporting procedures which the student must adhere to**

Please refer to the **Guidance for Students Reporting Concerns/ Complaints on Placement** if you have concerns relating to service user/patient/client care or safety, and/or service provision.

**If students are to be interviewed in relation to concerns that have been raised, or are asked to produce a written statement, Sheffield Hallam University must be informed so that the University can provide the student with appropriate advice and support.**

**Please note - information that students/staff provide when reporting an accident/incident/ concern MAY be shared with third parties, in compliance with current legislation.**

To contact the appropriate Placement Lead or Link Team

click on this box which links to the Contact Us page on this website

Additional advice in relation to protected characteristics, victimisation and harassment in relation to protected characteristics - Equality and Human Rights Commission

### Feedback to Students

Feedback to students must be provided using the **Feedback to Students – Summary of Action Taken in Response to Report of Accident/Incident/Concern** section of the **Accidents, Incidents or Concerns on Placement - Report Form**. **Service user and placement provider staff confidentiality must be maintained.**

Student OR supervisor/ practice educator reports to the University an accident/incident/concern relating to a student on placement by contacting the Placement Lead/Placement Link/Academic Advisor as soon as possible.

First contact at University directs student to College Placement Learning Information Website to download Accident/Incident/Concern on Placement Form and contacts member of academic staff to assist student to complete form within 24 hours of first report, or by first working day.

**Serious accidents/incidents/concerns are escalated by the Director of Placement Learning to:**

- Head of Department
- College Dean
- PSRB
- Practice Provider Education Lead

- IF the nature of the incident raises a CONCERN about the placement setting AND/OR service user/student/staff safety, or educational experience or treatment of students, including **discrimination in relation to racism or other legally protected characteristic (or associated harassment and victimisation), or micro-aggression**, please refer to the **Guidance for Students Reporting Concerns/Complaints on Placement** as you must report immediately using the **Accidents, Incidents or Concerns on Placement - Report Form**
- The university will support the student and will work with the placement provider to ensure that actions are progressed to address the issue reported.
- Member of academic staff (member of Course team OR academic advisor OR placement/link tutor) assists the student to complete form
- Person completing the report password protects the report form and sends to Director of Placement Learning/College Placement Learning Lead via hwb-hwbaccidentsincidents-mb@exchange.shu.ac.uk

Director of Placement Learning OR College Placement Learning Lead notifies

- Member of Course Management Team relevant to student(s) involved – all reports
- Relevant others dependent on the nature and seriousness of the accident/incident/ concern reported

Action taken by key personnel (ADM, course leader, placement lead/ placement link) as appropriate: e.g. Occupational Health referral / Audit review or action plan agreed with placement provider – as indicated by nature of accident/incident/ concern reported

Action logged in accidents/incidents/concerns tracker in password protected folder on university intranet

Student training on placements continues/ is suspended in accordance with agreed processes.

Link tutor/lecturer advises Professional Placements Team on continuation/ suspension of student allocation to placement setting

Action logged in the accidents/incidents/concerns tracker in password protected folder on university intranet

Action taken is reviewed as agreed in action plan.

All action is tracked on accidents/incidents/ concerns tracker in password protected folder on university intranet. Student provided with feedback.

If student training in a placement setting is suspended – Director of Placement Learning to be informed

- Reports on accidents are submitted to College of Health, Wellbeing and Life Sciences Health and Safety Committee (H.Cheung)
- Reports on accidents, incidents and concerns are submitted to College of Health, Wellbeing and Life Sciences Practice Learning Steering Group (H.Cheung)