**Please refer to the Guidance for reporting concerns/incidents/accidents while on Placement if you have concerns relating to patient/client or service user care or safety, or service provision.**

**If students are to be interviewed in relation to the incident/accident/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.**

**ACCIDENT/INCIDENT/CONCERN ON PLACEMENT FORM - THIS INFORMATION MUST BE TREATED AS CONFIDENTIAL - PARAMEDIC STUDENTS**

**A member of academic staff MUST support the student in the completion of this form. This assists in keeping the information provided within the password protected university environment.**

**This report form should be sent to the College Placement Learning Team for action. Return the report form using your university email account to** HWBaccidentsincidents@shu.ac.uk

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

## **Student / Placement Details**

|  |  |
| --- | --- |
| **Name of Student** |       |
| **Student ID Number** |       |
| **Programme** |       |
| **Year of Programme** |       |
| **Cohort** **e.g. September 2025** |       |
| **Name of Placement** |       |
| **Address of Placement** |       |
| **Link/Placement Tutor** |       |
| **Academic Advisor** |       |

## **Accident / Incident Details**

|  |  |
| --- | --- |
| **Date of Accident / Incident** |       |
| **Time of Accident / Incident** |       |
| **1** | Where and when did the accident/incident/concern happen?      |
| **2** | Brief description of the accident/incident/concern:      **please do not include the names of any member of the public, including service users/carers OR member of placement provider staff in this section** |
| **3** | Was a major incident called?      |
| **4** | Were you debriefed?      |
| **5** | Who debriefed you?      |
| **6** | Have you been offered any other support from the Service?      |
| **7** | Who have you contacted from the university?      |
| **8** | Any other information?      |
| **SHU Internal Use Only - Academic staff members supporting the report of the incident to complete the following section** |
| Name of person completing this section of the form |       |
| Date form completed and sent to HWBaccidentsincidents@shu.ac.uk***GDPR - this report contains sensitive information and must be encrypted before sending. Please follow the instructions under the ‘File’ tab of this word document to PASSWORD-PROTECT the document. NOTE the Password must be sent to the intended recipient in a separate email*** |       |
| Summary of action taken by Link Lecturer/Tutor and/or Academic Advisor and/or Member of the course team | Support of student (please include brief details)  |       |
|  | Support of placement provider (please include brief details) |       |
|  | Audit checked (please select appropriate option) | YES[ ]  | NO[ ]  | NOT APPLICABLE[ ]  |
|  | Action plan and review date agreed with provider(please select appropriate option) | YES[ ]  | NO[ ]  | NOT APPLICABLE[ ]  |
|  | Is this setting suitable for continued use as a student placement? (please select appropriate option) | YES[ ]  | NO[ ]  |  |
| Has this incident been escalated to the Professional / Statutory Regulatory Body? (delete as appropriate) | YES[ ]  | NO[ ]  | NOT APPLICABLE[ ]  |
| Outcome of incident/accident and interventions (please include details): |       |
| Signed off by Course Leader (Name and date) |       |
| Copy filed in student's notes by (Name and date) |       |
| **Reported to HEE by category** (0 = No concerns; 1 = Minor concerns; 2 = Significant concerns; 3 = Major concerns; 4 = Training suspended) | 0 [ ]  | 1 [ ]  | 2 [ ]  | 3 [ ]  | 4 [ ]  |

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

**GDPR - this report contains sensitive information and must be encrypted before sending. Please follow the instructions under the ‘File’ tab of this word document to PASSWORD-PROTECT the document.**

**NOTE the Password must be sent to the intended recipient in a separate email**

***Return report form to*** HWBaccidentsincidents@shu.ac.uk