

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 needs to adhere to

Please refer to the **Guidance for reporting concerns/incidents while on Placements** 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
Follow the link to the Contact Us page on this website

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

- Deputy Head of Department
- Pro Vice Chancellor
- PSRB
- HEE
- Practice Provider Education Lead

IF the nature of the incident raises a CONCERN about the placement setting AND/OR service user/student/staff safety, please report using the confidential CONCERNS process

- Member of academic staff (member of Course team OR academic advisor OR placement/ link tutor) assists the student to complete form
- Person completing the form **encrypts form** and sends form to Director of Placement Learning/Faculty Placement Learning Lead via **hwb-hwbaccidentsincidents-mb@exchange.shu.ac.uk**
- All accidents, incidents, concerns on placement reports relating to health students are summarised in reports to HEE

Director of Placement Learning OR Faculty Placement Learning Lead notifies

- Member of Course Management Team relevant to student(s) involved – all reports
- Technical Services Manager – if indicated (health and safety reports)
- Professional Placements Manager – if indicated (e.g. where Fitness to Practice, Occupational Health referral will follow)

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 the unique incident log in password protected folder on university intranet

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

Link tutor/lecturer advises placement team on continuation/suspension of student allocation to placement setting

Action logged in the unique incident log in password protected folder on university intranet

Action taken is reviewed within 28 days or sooner if required.

All action is tracked on incident log in password protected folder on university intranet

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

Reports on accidents are submitted to Health & Safety committee in accordance with University and College Policy (H Cheung and D Boden)

All accidents, incidents and concerns on placement reports relating to health students are summarised in reports to HEE