**Please refer to the Guidance for reporting accidents/incidents/concerns 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 accidents/incidents/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 - A MEMBER OF ACADEMIC STAFF MUST SUPPORT THE STUDENT IN THE COMPLETION OF THIS FORM

**Return report form to**[HWBaccidentsincidents@shu.ac.uk](mailto: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**

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| **Student / Placement Details** |
| **Name of Student** |
| **Student ID Number** |
| **Programme (for example, nursing, physiotherapy, etc)** |
| **Cohort (month and year course started)** |
| **Name of Placement** |
| **Address of Placement** |
| **Link/Placement Tutor** |
| **Academic Advisor** |
| **Accident / Incident / Concern Details** |
| **Date of Accident / Incident / Concern (this includes bullying, discrimination in relation to racism or other legally** [**protected characteristic**](https://www.equalityhumanrights.com/equality/equality-act-2010/protected-characteristics?return-url=https%3A%2F%2Fwww.equalityhumanrights.com%2Fsearch%3Fkeys%3Dprotected) **(including** [**harassment and victimisation**](https://www.equalityhumanrights.com/equality/equality-act-2010/your-rights-under-equality-act-2010/harassment-and-victimisation?return-url=https%3A%2F%2Fwww.equalityhumanrights.com%2Fsearch%3Fkeys%3Dvictimisation)**), or** [**micro-aggression**](https://www.rcn.org.uk/magazines/Advice/2022/October/Microaggressions-calling-out-racism-in-the-workplace)**, etc).** |
| **Time of Accident / Incident / Concern (this includes bullying, discrimination in relation to racism or other legally** [**protected characteristic**](https://www.equalityhumanrights.com/equality/equality-act-2010/protected-characteristics?return-url=https%3A%2F%2Fwww.equalityhumanrights.com%2Fsearch%3Fkeys%3Dprotected) **(including** [**harassment and victimisation**](https://www.equalityhumanrights.com/equality/equality-act-2010/your-rights-under-equality-act-2010/harassment-and-victimisation?return-url=https%3A%2F%2Fwww.equalityhumanrights.com%2Fsearch%3Fkeys%3Dvictimisation)**), or** [**micro-aggression**](https://www.rcn.org.uk/magazines/Advice/2022/October/Microaggressions-calling-out-racism-in-the-workplace)**, etc).** |
| 1. Where did the accident/incident/concern happen? |
| 1. Who was injured / suffered ill health / was otherwise involved with 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** |
| 1. What injuries or ill effects, if any, were caused? |
| 1. How did the accident/incident/concern happen? Please note any equipment involved. |
| 1. What activities were being carried out at the time? |
| 1. Was there anything unusual or different about the working conditions? |
| 1. How was the accident/incident/concern reported within the workplace/placement? |
| 1. Who have you reported the accident/incident/concern to within the workplace/placement? Please include their designation and contact details. |
| **Feedback to Students – Summary of Action Taken in Response to Report of Accident/ Incident/ Concern** |
| Support given to student by university |
| Support given to student by placement provider |
| Placement Audit Checked Yes  No  Pending  Not applicable |
| Placement Audit updated with action plan to address issue(s) raised in accident/ Incident/ concern report (**Where concern raised requires, the placement audit will be reviewed for suitability of the placement for continued student use and an action plan will be incorporated in the placement audit as part of the process for re-approval of the placement for future student allocations)**  Yes  No  Pending  Not applicable |
| Report has been discussed and followed up with placement provider. Yes  Not applicable |
| Report and follow- up actions have been discussed with and provided to student. Feedback and report provided by (name of university staff member)  Date |

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| **SHU Internal Use Only - Academic staff members supporting the report of the accident/incident/concern to complete the following section** |
| Name of person completing this section of the form |
| Date form completed and sent to [HWBaccidentsincidents@shu.ac.uk](mailto:HWBaccidentsincidents@shu.ac.uk) |
| Has this incident been escalated to the Professional / Statutory Regulatory Body? (delete as appropriate)  Yes  No  Not applicable |
| Student allocations to placement suspended pending implementation of **action plans incorporated in the placement audit as part of the process for re-approval of the placement for future student allocations** (please include details):  Yes  No  Not applicable  Comments: |
| Outcome of accident/incident/concern and interventions (please include details): |
| Signed off by Course Leader (Name and date)    Once signed and dated, please send completed form to [HWBaccidentsincidents@shu.ac.uk](mailto:HWBaccidentsincidents@shu.ac.uk) |
| Completed form archived by (Name and date) |
| **Reported to NHSE by category.**  0 = No concerns  1 = Minor concerns  2 = Significant concerns  3 = Major concerns  4 = Training suspended |

**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.**