

Process for Reporting Accidents, Incidents or Concerns on Placement only

Introduction

Note – this process is in addition to any Placement Provider accident or incident or concerns reporting procedures which the student needs to adhere to.

Please refer to the **Guidance for Reporting Concerns or Incidents While on Placements** if you have concerns relating to service user or patient or 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 or staff provide when reporting an incident, accident or concern **may be shared with third parties, in compliance with current legislation.**

Process

1. Student or supervisor or practice educator reports to the University that an accident or incident involving a student has occurred on placement by contacting the Placement Lead/ Lead Link Lecturer/ Link Team/ Link Tutor/ Link Lecturer or Academic Advisor as soon as possible.
2. First contact at University directs student to College Placement Information Website to download the Accident or Incident or 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.
3. Serious incidents or concerns are escalated by the Director of Placement Learning to the Pro-Vice Chancellor and Professional or Statutory Regulatory Body (PSRB).
4. 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.
5. Member of academic staff (member of Course Team/ Academic Advisor/ placement or link tutor) assists the student to complete form.
6. Person completing the form **encrypts form** and sends form to Director of Placement Learning/College Placement Learning Lead via hw-b-hwbaccidentsincidents-mb@exchange.shu.ac.uk
7. All accidents, incidents, concerns on placement reports relating to health students are summarised in reports to HEE.
8. Director of Placement Learning or College Placement Learning Lead notifies:
 - a. Member of Course Management Team relevant to student(s) involved – all reports
 - b. Technical Services Manager – if indicated (health and safety reports)
 - c. Student Experience Manager – if indicated (e.g. where Fitness to Practice, Occupational Health referral will follow)
9. Action taken by key personnel (ADM, course leader, placement lead\lead link lecturer/link team/link tutor or lecturer) 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, retained in password protected folder on university intranet.

10. Student training at placement setting continues/is suspended in accordance with agreed processes.

Link tutor/lecturer advises placement team on continuation/suspension of student training in the placement setting.

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

- a. Action taken is reviewed within 28 days or sooner if required. All action is tracked in the unique incident log, retained in password protected folder on university intranet.
- b. If training in a placement setting is suspended, Director of Placement Learning to be informed.

11. Report on accidents are submitted to Health and Safety Committee in accordance with University and College Policy (H Cheung and D Boden)

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Subject Lead Contacts

To contact the appropriate Placement Lead or Link Team, follow the link to the [Contact Us](#) page on this website.