

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 must adhere to.

Please refer to the **Guidance for Students Reporting Concerns/Complaints 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 Learning 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 accidents, incidents or concerns are escalated by the Director of Placement Learning to the Head of Department, College Dean, Professional or Statutory Regulatory Body (PSRB) and Placement Provider Education Lead.
4. 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 victimisation and harassment), 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**.
5. The university will support the student and will work with the placement provider to ensure that actions are progressed to address the issue reported.
6. Member of academic staff (member of Course Team/ Academic Advisor/ placement or link tutor) assists the student to complete form.
7. 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
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. Relevant others dependent on the nature and seriousness of the accident/incident/concern reported.
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 accidents/incidents/concerns tracker, 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 Professional Placements Team on continuation/suspension of student training in the placement setting.
Action logged in accidents/incidents/concerns tracker, retained in password protected folder on university intranet.
 - a. Action taken is reviewed as agreed in the action plan. All action is tracked in the unique incident log, retained in password protected folder on university intranet. Student provided with feedback.
 - b. If training in a placement setting is suspended, Director of Placement Learning to be informed.
11. Reports on accidents are submitted to College of Health, Wellbeing and Life Sciences Health and Safety Committee (H.Cheung)
12. Reports on accidents, incidents and concerns are submitted to College of Health, Wellbeing and Life Sciences Practice Learning Steering Group (H.Cheung)
13. 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.
14. **Subject Lead Contacts** - To contact the appropriate Placement Lead or Link Team, follow the link to the [Contact Us](#) page on this website.