

Significant Event Form

Form to identify, report and review medicines-related problems

Please Note: Completion of this form does not constitute an admission of liability of any kind by any person

Part One

Date Completed:

Reporter's Name: *Optional* Profession or role:

Name of home: Nursing: or Residential:

Contact details inc. address:

Date and time of event: Location of event:

Names of other people or organisations involved:

Description of incident: Factual account of medication incident that has occurred or potentially occurred, where a person has suffered or potentially suffered harm. Please list details of medicines involved and complete in chronological order of actions taken

Controlled Drug related: Yes: No:

If yes, please report all Controlled Drugs (CD) related incidents to the NHS England CD Accountable Officer using the online CD Reporting Tool at: www.cdreporting.co.uk

Has advice been taken from a healthcare professional regarding the incident eg Doctor or NHS Direct?

If yes, please state who gave advice?

Advice taken by: Date:

Details of the advice and subsequent action taken:

If no, why not?

Please give explanation

Completion of this form does not remove the requirement to notify relevant agencies of the incident.

If appropriate, have you informed:

Safeguarding: Care Quality Commission (CQC): Local Authority:

What impact or potential impact did the event have?

Harm, distress, benefit to patient, staff, organisation or others, financial impact etc

Has resident, next of kin or family been informed : Yes: No:

If no, please give explanation

If yes, who has been informed:

Part 2: Incident review

Date Review:

Those present:

Optional

Summary (what went well and why, what went less well and why, immediate and underlying causes):

Key risk issues:

As a result of your review, what actions are proposed?

Planned Action	By whom/lead?	By when?	Date completed

Optional: Please attach an action plan in relation to event

How and when will you review these?

For more detail on how to complete this form, please see the caring for care homes guidance sheet:
00 How to report a significant event