



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Prevent it Happening Again



Who else needs to know?

Escalate if necessary and inform external agencies as appropriate see examples below



The Health and Safety Authority must be informed of some types of accidents and

Dangerous Occurrences click in  **Report an Injury online** box.

A responsible person should be nominated to ensure reporting occurs



The Person in Charge (PIC) or Registered Provider of a designated centre is legally required to notify the HIQA of prescribed incidents, events or changes



Data from NIMS form must be entered on NIMS System

(Local procedure for data entry required)

Other agencies may need to be informed depending on incident type, service. Conduct a more detailed investigation if appropriate as per national/local guidelines.

SUMMARY OF ACTION:

- INVESTIGATION:** All incidents should be reviewed/investigated
All incidents should be investigated as they provide a valuable learning opportunity for other work colleagues
- ACTION PLAN:** What have we learnt ?
- IMPLEMENTATION:** What improvements are required and when will these be implemented including the learning?
- REVIEW:** Always review the effectiveness of preventative actions taken



For every incident all employees should be aware of and follow these steps

Additional investigations may be required