


Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Incident Reporting – General	SECTION: I
DATE: September 2004	Administrator's Signature: 	POLICY: 1

INCIDENT REPORTING – GENERAL

INSTRUCTION:

A General Incident Report must be completed for any incident involving a visitor or volunteer. Any LMH staff member who becomes aware of an incident involving a visitor and/or volunteer must report information to a Department Leader, Administrator or Registered Staff immediately.

A General Incident Report will be completed by the Department Leader or Registered Staff before the completion of the shift worked and forwarded to the Administrator.

All General Incident Reports will be reviewed monthly by the LMH Leadership Team and filed in Administration.

General Incident Report

Visitor: If yes, Name: _____

Address: _____

Phone No: _____

OR

Volunteer: If yes, Name: _____

Address: _____

Phone No: _____

Date & Time of Incident: _____

Place: _____

Details: _____

Action Taken: _____

Resulting Injuries: Yes No

Specify: _____

Witness: _____

Signatures: _____

Department Leader OR Supervisory RN

Administrator