

CATEGORIES FOR INCIDENT REPORTING

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INCIDENT TYPE: Clinical Specific					
CAUSE GROUP	Clinical Records / Documentation	Substance Misuse	Self Harm	Tests / Scans / X-Rays / Specimens	Eating Related
CAUSE 1	Delay in Obtaining	Alcohol	Stabbing	Failure/delay to interpret or act on	Choking
	Wrong Label	Drugs	Shooting	Failure/delay to receive	Peg Feed
	Record Lost or Misfiled	Alcohol and Drugs	Strangulation	Incorrect	Other
	Record Not Legible	Substance Found/ Brought onto Ward/Area	Self Mutilation	Missing	
	Wrong Record	Other	Overdose	Failure/delay to undertake	
	Record Stolen		Poisoning	Mislabelled or unlabelled	
	Records Not Available		Attempted Suicide	Inadequate/Incomplete	
	Lack of Clinical or Risk Assessment		Serious Self Harm	Other	
	Record Not Signed		Other		
	Record Not Completed				
	Error in Transcription of orders – Treatment not Cancelled				
	Initial History/ Assessment not Completed				
	Error in Patient Identification				
	Appointment Recording Error				
	Missing / Inadequate / Illegible Referral Letter				
Other					

INCIDENT TYPE: Clinical Other

CAUSE GROUP	Admission	Diagnosis / Treatment	Discharge / Monitor	Transfer
CAUSE 1	Failure / Delay in admitting to hospital or accessing care	Failure to diagnose/delay in diagnosis	Delay/Failure of follow up arrangements/monitor	Transfer – delay/failure
	Failure / Delay in referring to hospital	Treatment or procedure inappropriate/wrong	Incidents in community from absconded discharged patients	Transport – delay/failure
	Unexpected readmission / reattendance	Delay/failure to recognise complication of treatment	Failure to follow up missing appointment	Other
	Delay in assessment	Delay in performing an operation	Discharge – delay/failure	
	Admission of 16-18 year old	Intra-operative problems	Discharge – inappropriate by Trust	
	136 Place of Safety bed unavailable	Treatment not clinically indicated	Discharge – inappropriate by Others	
	Other	Performance of operation that is not indicated	Discharge – planning failure	
		Patient incorrectly identified	Discharge – self/against medical advice	
		Failure to receive informed consent	Other	
		Failure to carry out adequate post-operative observations		
		Infection - wound		
		Infusion injury (extravasation)		
		Inappropriate use of control and restraint		
		Delay/difficulty obtaining clinical assistance		
		Extended stay/episode of care		
		Unsafe/inappropriate clinical environment (inc. clinical waste)		
		Unsafe environment - personal safety		
		Failure to discontinue treatment		
		Environmental standards not maintained		
		Medical incident/condition - no injury		
	Medical incident/condition – Injury sustained			
	Delay/difficulty obtaining specialist services			
	Treatment – Seclusion			
	Other			

INCIDENT TYPE: Collision With		
CAUSE GROUP	Object – Moving	Object - Stationary
CAUSE 1	Wheelchair / Hoist	Door Jamb
	Vehicle / Road Traffic Collision	Furniture
	Door	Shelves
	Person	Equipment
	Trolley	Other
	Other	

INCIDENT TYPE: Contact			
CAUSE GROUP	Hot/Cold Surface/Substance (Not Chemical)	Electricity	Machinery Equipment Etc
CAUSE 1	Hot	High Voltage	Moving
	Cold	3 Phase	Stationary
	Hot Water	Mains 240v	
	Hot Drink	Static	

INCIDENT TYPE: Exploitation / Abuse (including children)							
CAUSE GROUP	Physical Assault	Attempted Physical Assault	Verbal Abuse	Sexual Abuse	Racial/Cultural Abuse	Intimidation	Other
CAUSE 1	Patient to Staff	Patient to Staff	Patient to Staff	Patient to Staff	Patient to Staff	Patient to Staff	Financial Abuse
	Patient to Patient	Patient to Patient	Patient to Patient	Patient to Patient	Patient to Patient	Patient to Patient	Child Protection Issues
	Patient to Other	Patient to Other	Patient to Other	Patient to Other	Patient to Other	Patient to Other	Adult Protection Issues
	Other to Patient	Other to Patient	Other to Patient	Other to Patient	Other to Patient	Other to Patient	
	Other to Staff	Other to Staff	Other to Staff	Other to Staff	Other to Staff	Other to Staff	
	Staff to Staff	Staff to Staff	Staff to Staff	Staff to Staff	Staff to Staff	Staff to Staff	
	Staff to Patient	Staff to Patient	Staff to Patient	Staff to Patient	Staff to Patient	Staff to Patient	
	Staff to Other	Staff to Other	Staff to Other	Staff to Other	Staff to Other	Staff to Other	
Alleged	Alleged	Alleged	Alleged	Alleged	Alleged	Alleged	

INCIDENT TYPE: Exposure				
CAUSE GROUP	Biological	Chemical	Temperature	Infection
CAUSE 1	Blood	Toxic	Hot	Health/Social Care Associated Bacterial
	Urine	Very Toxic	Cold	Health/Social Care Associated Viral
	Faeces	Corrosive		Non Health/Social Care Associated Bacterial
	Vomit	Irritant		Non Health/Social Care Associated Viral
	Mucous/Sputum	Harmful		Infestation
	Latex	Other		Infection – Outbreak
	Other			Other

INCIDENT TYPE: Slips, Trips & Falls		
CAUSE GROUP	Falls on Level (Below 1 Metre)	Falls from Height (1 Metre and Above)
CAUSE 1	Slip on Liquid	Ladder
	Suspected Falls	Scaffold
	Trip – Clothing/Shoes	Tree
	Chair to Standing	Building/Roof
	Chair to Floor	Bed with Cot Sides
	Standing to Chair	Window 1 st Floor & Above
	Bed to Standing	Stairs
	Standing to Bed	Other
	Lavatory to Standing	
	Standing to Lavatory	
	Bed to Chair	
	Bed to Floor	
	Chair to Bed	
	Chair to Chair	
	Trip over Furniture	
	Trip Carpet/Rug	
	Whilst Mobilising	
	Found on Floor – No Injury	
	Found on Floor Injured	
	Trip over Hospital Equipment	
Trip over Other Person		

INCIDENT TYPE: Fire

CAUSE GROUP	Fire Source	False Alarm
CAUSE 1	Arson/doubtful Origin	Good
	Smoking Related	Malicious
	Equipment/Machinery Related	Electrical Defect
	Flammable Substance	Smoking Related
	Electrical Defect	Faulty Equipment
	Other	Other

INCIDENT TYPE: IT

CAUSE GROUP	Misuse/Abuse	Other
CAUSE 1	Misuse of Intranet	Hacking
	Misuse of Internet	Virus
	Abuse Unauthorised Access	Failure/Overload
	Misuse/Inappropriate Use of Email	IT- Other
	Other	

INCIDENT TYPE: Medication

CAUSE GROUP	Prescribing	Dispensing	Administration	Storage	Other	
CAUSE 1	Drug Incorrect/Unclear	Incorrect Drug	Incorrect Patient	Inadequate Storage	Stock Balance	
	Dose Incorrect/Unclear	Incorrect or Unclear Strength/Dose	Expired Drug	Unsafe Practices	Other not Listed	
	Discharge Prescription Error	Label Error	Missed Dose	Disposal	Electronic Prescribing	
	Treatment Not Cancelled	Incorrect Quantity	Duplicated Dose	Other		
	Not Signed by Doctor	Incorrect Expiry Date	Incorrect Drug			
	Other	Patient Name Error	Incorrect Dose			
			Stock Balance			IV Infusion Problem
			Other			Infusion – Syringe Drive
				Adverse Effects		
				Controlled Drug Recording		
	Incorrect Pre-admin Procedure					

INCIDENT TYPE: Miscellaneous		
CAUSE GROUP	Miscellaneous - Other	Regulation Breach
CAUSE 1	Found with Injury	Mixed Sex – Over 12 hours
	Training Session	Mixed Sex – Under 12 hours
	Weapons	No AMHP Cover
	Other – Not Listed	

INCIDENT TYPE: Moving & Handling		
CAUSE GROUP	Handling – Patient Related	Handling – Non Patient Related
CAUSE 1	Involving Equipment	Involving Equipment
	Assessment Completed And Followed	Assessment Completed And Followed
	Assessment Completed But Not Followed	Assessment Completed But Not Followed
	Restraining	No Assessment Completed
	No Assessment Completed	Other
	Other	

INCIDENT TYPE: Puncture/Cut			
CAUSE GROUP	Clean Needle or Medical Sharp	Dirty Needle or Medical Sharp	Other Sharp Object
CAUSE 1	Puncture with Needle or Sharp in Use	Puncture with Needle or Sharp in Use	Knife/Weapon
	Needles or sharps Found	Needles or Sharps Found	Kitchen Equipment
	Needles or Sharps Stolen	Needles or Sharps Stolen	Razor
	Needles or Sharp Found in Disposal	Needle or Sharp Found in Disposal	Scissors
	Other	Other	Other

INCIDENT TYPE: Resource Issues			
CAUSE GROUP	Human Resource Issues	Facilities/Equipment Issues	Medical Devices
CAUSE 1	Skill Mix	Lack of Secure Facility	Failure of Device
	Lack of Experience	Lack of Hoist	Lack of/Unavailable Device
	Number of Staff	Beds Lack of/delayed Availability	User Error
	Inappropriate Delegation	OT/Physiotherapy	Wrong Device Used
	Not Educated/Trained	Inappropriate Storage	Contaminated Device
	Improper Delegation to Unsupervised Junior	Inadequate Check on Equipment/Supplies	Other
	Staff Misconduct	Contaminated Equipment	
	Other	Failure of Equipment	
		Telecommunications Failure/Overload	
		Misuse of Equipment	
		Failure of Basic Services (gas, electricity, sewage, etc)	
		Lack of/Unavailable Equipment	
		User Error	
		Wong Equipment Used	
	Other		

INCIDENT TYPE: Security							
CAUSE GROUP	Financial Irregularities	Breach of Confidentiality	Suspicious Behaviour	Damaged Property	Lost Property	Stolen Property	Missing Patient
CAUSE 1	Patient	Patient	Intruder/Prowler	Trust	Trust	Trust	Missing Patient – High
	Employee	Employee	Personal Search	Employee	Employee	Employee	Missing Patient – Medium
	Organisation	Organisation	Room Search	Patient	Patient	Patient	Missing Patient – Low
			Restricted Item Found	Public	Public	Public	Attempted/Failed Absconsion
			Weapons Related				

INCIDENT TYPE: Deaths

CAUSE GROUP	Patient Death	Non Patient Death
CAUSE 1	Suspected Suicide - Community	Suspected Homicide
	Suspected Suicide – Inpatient	Suspected Domestic Homicide
	Unexpected Death (Cause Unknown) – Community	Unexpected Death on Trust Premises
	Unexpected Death (Cause Unknown) – Inpatient	Child – Serious Case Review
	Expected Death (Information Only)	
	Suspected Domestic Homicide	
	Child Serious Case Review	