

HS06 - Serious Incident Notification Policy and Procedure

Purpose

- | To comply with statutes, regulations and quality standards.

Scope

- | All workers, Service Users and visitors to the establishment, and all employees working in the community during working hours on the organisation's business.

Policy

- | Serious accidents will be reported to the CQC within 24 hours of occurrence.
- | Any current funding contracts will be checked so as to ascertain if notification of serious incidents is required with respect to them under the contract. In the event of doubt, the funding authority or authorities for any Service Users involved in, or whose wellbeing was threatened by the serious incident will be notified.
- | The accident must be recorded and submitted to CQC within 7 days (refer to the Registration Authority Notification Policy and Procedure).
- | A serious accident is a notifiable accident under Health and Safety legislation.
- | If a serious accident or incident involves a Service User, the Duty of Candour Policy and Procedure should also be referred to and, if applicable, followed. This policy can be located in the Administration section of your QCS system.

Procedure

- | Complete the appropriate notification form, copy to file, and send original to CQC.
- | If appropriate, follow the process detailed in the Duty of Candour Policy and Procedure.
- | If appropriate, complete form [F2508](#) for Health and Safety Executive, copy to file, and send original to the local HSE office.
- | If appropriate, notify any relevant funding authorities.
- | Notify the Regulator

Note: All QCS Policies are reviewed annually, more frequently, or as necessary.

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