



Parish Dental Practice Policy: Accident and Incident Reporting

Policy Statement:

Parish Dental is committed to providing a safe environment for both patients and staff. This policy outlines the procedures for reporting and managing accidents and incidents, ensuring compliance with regulatory bodies such as the Care Quality Commission (CQC), National Health Service (NHS), and General Dental Council (GDC).

Objective:

To ensure all accidents and incidents, no matter how minor, are reported, recorded, and investigated to prevent recurrence and improve practice safety.

Scope:

This policy applies to all staff, including temporary and contracted workers, patients, and visitors at Parish Dental.

Definitions:

- **Accident:** An unplanned event that results in injury or ill health.
- **Incident:** An event or circumstance that could have, or did lead to unintended or unexpected harm, loss, or damage.

Procedures:

1. Immediate Action:

- In the event of an accident or incident, the primary focus should be on immediate care and assistance to any individual(s) involved.
- Activate emergency procedures if necessary.

2. Reporting:

- All accidents and incidents must be reported to the designated person (e.g., practice manager) immediately.
- The reporter must complete an 'Accident/Incident Report Form' as soon as possible after the event.

3. Record Keeping:

- Detailed records of the accident/incident should be maintained, including date, time, persons involved, description of the event, and immediate actions taken.
- These records should be stored securely in compliance with data protection regulations.





4. Investigation:

- An investigation must be initiated promptly to determine the cause and contributing factors.
- The practice manager or appointed staff will lead the investigation.

5. Corrective Actions and Follow-Up:

- Based on the investigation findings, implement corrective actions to prevent recurrence.
- Monitor the effectiveness of these actions and adjust as necessary.

6. Confidentiality:

- All reports and investigations must be treated as confidential and shared only with those directly involved in the management and resolution process.

7. Training:

- Provide regular training for all staff on accident and incident reporting procedures and the importance of reporting.

8. Review and Policy Update:

- Regularly review and update the policy and procedures to ensure ongoing effectiveness and compliance with current regulations.

Responsibility:

All staff members are responsible for understanding and adhering to this policy. The practice manager is responsible for ensuring that the policy is implemented effectively and reviewed regularly.

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Updated Yearly

