

DUTY OF CANDOUR ANNUAL REPORT

Name of Service: ELITE CARE AT HOME LTD

Number of Duty of Candour Incidents reported between April 2023 and March 2024 - 0

Nature of Incidents: N/A

Information on Policies and Procedures

(i) Procedure for identifying and reporting incidents:

SHS01 – ACCIDENT AND INCIDENT REPORTING POLICY AND PROCEDURE

In the event of an accident, or an incident (e.g. a “near miss” which did not result in an injury but which may have done so in different circumstances) an accident/incident form should be completed and immediately submitted to the Manager, who, after review of the facts, will take those actions necessary to minimise danger of the same accident/incident in future. These actions should be noted on the form, using the reverse if necessary. The progress of the treatment of any injury must also be recorded, together with any final outcomes evident at the time of completion and transmission of the form. The Manager must sign the form on completion of the investigation in order to denote that they have discharged their responsibility.

After the accident/incident investigation and all matters concerned with it are complete, a copy of the signed accident/incident form should be placed in the personal file of any person(s) affected by the accident, and the original placed in the accident book in the department. In the case of employees the record must be kept on their personnel file, and in the case of Service Users, kept on the Personal Plan.

(ii) Support available to staff and people affected:

N/A

Were there any changes made to the Policies and Procedures as a result of the incidents? No

Any other information

N/A