

<b>Facility:</b>	<b>Illinois College of Optometry and Illinois Eye Institute</b>
<b>Policy:</b>	<b>Reporting of Incidents – General Safety</b>
<b>Manual:</b>	<b>Environment of Care</b>
<b>Effective:</b>	<b>December 2000</b>
<b>Revised:</b>	
<b>Review Dates:</b>	<b>March 2002 (V.Conrad) March 2008 (M.Butz) November 2015 (M.Butz)</b>

## **REPORTING OF INCIDENTS – GENERAL SAFETY**

### **PURPOSE:**

To protect the safety of patients, students, staff and visitors from accidental injury.

### **POLICY:**

Guidelines for reaction to accidents causing injuries and the appropriate reporting of those accidents are outlined and should be followed as appropriate for the situation.

### **PROCEDURE:**

#### What to do in case of a safety incident:

An emergency situation: A safety incident would be considered an emergency if serious injury has just occurred or will likely occur or loss of life to a patient, student staff or visitor is threatened. If you witness or are involved in such an incident, use any phone and call 911. The security Department will be automatically notified via computer and an officer will respond.

Injuries should be triaged and appropriate first aid given whenever possible.

A non-emergency situation: A safety incident that is not considered an emergency may include less serious and minor injuries, needle sticks, occupational injury or illness, etc. Injuries should be triaged by the senior level person present. When in doubt of the seriousness of an injury, injuries should be considered emergencies. Every patient, student, staff or visitor injured on the premises should have the appropriate first aid administered and should be encouraged to seek immediate medical attention. Students and staff may use our partner ACCESS at IEI. If that service is not immediately available, immediate medical attention such as a family physician or emergency room should be recommended. The only exception to this would be cases of exposure to infectious disease or other situations for which there is specific protocol described elsewhere.

#### How to report an incident:

An incident report should be completed and filed with the security office as soon as possible after an incident occurs. Every effort should be made to be as complete as possible in the report. The circumstances surrounding the incident and location where the incident occurred should as detailed as possible. Any medical equipment, tool product or

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object that was involved or may have contributed to the incident should be noted. Any witnesses and/or persons involved should also be documented.

Investigation and Analysis:

The security office will maintain a file of all incident reports. Copies of all incident reports will be forwarded to the Senior Director of Compliance and Quality Improvement for analysis. If trends are found, improvement strategies will be formulated. Periodic reports of safety within the institution should be copied to the Senior Director of Compliance and Quality Improvement and any other appropriate departments such as facilities, business office, human resources, etc. More extensive investigations, such as Root Cause Analysis, are carried out at the discretion of the Senior Director of Compliance and Quality Improvement.