



Guidance for completing the Monthly log.

IMPORTANT NOTICE – determining and logging Level of Harms should only be completed by senior members of staff.

THIS LOG DOES NOT REPLACE ANY INTERNAL PROCESSES OR SYSTEMS REPORTING AND ACTING ON INCIDENTS AND ACCIDENTS.

Date & time of incident

Record date and approximate time

Care First Ref

To maintain confidentiality, enter the Care first reference.

Brief details of incident/harm category

E.g. Resident to resident incident, unexplained bruising, one off medication error etc.

Brief details of action taken

Detail any action taken at the time and/or subsequently to minimise risks to the individual. E.g. GP consultation, care plan/risk assessments reviewed, issue addressed in supervision with worker. You must ensure that this action taken is appropriate and proportionate to the harm caused.

Supporting information

Indicate what supporting information is available e.g internal report, action plan, incident/accident form, body map.

Where is the supporting information located?

Harm level

Detail level 1 or 2. If due to further incidents the harm level escalates to 3 or above then this can be identified here.

Name & position

Name of person completing the investigation/response. Include their role in service e.g. manager/deputy manager

Please store ALL monthly logs safely and make sure they are available on site for in the event they are requested to be looked at by ASC Quality Team or CQC.

IF THERE HAVE NO INCIDENTS IN THE MONTH THEN PLEASE LOG CLEARLY THAT THERE HAVE BEEN NO INCIDENTS

PLEASE STORE THE MONTHLY LOG AND KEEP SAFE IN THE EVENT THIS IS REQUESTED BY THE ASC QUALITY TEAM OR CQC.