

**Process Flow Chart for ODT Accident and Near Miss Reporting**

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The following is an overview of the system which must be followed in the event of an accident, near miss, blood contact or needlestick injury. Its purpose is to provide additional information and support for ODT staff to ensure compliance with the requirements of [SOP429](#), associated form [FRM1373](#) (now completed electronically on Datix) and completion of other paperwork as required. It is to be used in conjunction with [SOP429](#), which provides full process details.

<p><b>Accident</b></p> <ol style="list-style-type: none"> <li>1. Inform manager (Team Leader or Regional Manager) of accident immediately.</li> <li>2. If it occurs at someone else's premises (e.g. hospital, serviced offices) and involves the facilities provided by them then you must make them aware, completing the necessary local documentation in addition to <a href="#">FRM1373</a>.</li> <li>3. Fill in <a href="#">FRM1373</a> on <a href="#">Datix</a> identifying your Team Leader / Regional Manager.</li> <li>4. Team Leader / Regional Manager to review submitted <a href="#">FRM1373</a> completing the Management Review and CAPA section on <a href="#">Datix</a> after receiving e-mail notification of incident for their review.</li> <li>5. In the event of a fatality, major injury or lost time accident (as specified in <a href="#">SOP429</a>), the Team Leader / Regional Manager must contact HR Direct on (2)7700 or 0117 3227700.</li> </ol> <p><b>Out of hours, fatalities and major injuries must be escalated via the National Critical Incident Manager on 0845 8500 911.</b></p>
<p><b>Near Miss</b></p> <ol style="list-style-type: none"> <li>1. If serious accident potential then report immediately to your manager (Team Leader or Regional Manager) otherwise report as soon as possible.</li> <li>2. If it occurs at someone else's premises (e.g. hospital, serviced offices) and involves the facilities provided by them then you must make them aware, completing the necessary local documentation in addition to <a href="#">FRM1373</a>.</li> <li>3. Fill in <a href="#">FRM1373</a> on <a href="#">Datix</a> identifying your Team Leader / Regional Manager.</li> <li>4. Team Leader / Regional Manager to review submitted <a href="#">FRM1373</a> completing the Management Review and CAPA section on <a href="#">Datix</a> after receiving e-mail notification of incident for their review.</li> </ol>
<p><b>Contact with Blood / Needlestick</b></p> <ol style="list-style-type: none"> <li>1. If broken skin, proceed with standard first aid (wash under running water).</li> <li>2. Contact sharps line on 0845 371 0572, providing as much detail on the incident as possible along with whether results from potential donor are known at this time, if not likely timescale and how they will be provided – by yourself or the Testing Service, if latter provide details. Agree call back arrangements based on this.</li> <li>3. Inform manager (Team Leader or Regional Manager) of accident immediately.</li> <li>4. Arrange with local hospital for serum save to be taken. Agreements are in place to do this. Serum save must be taken in a <u>plasma partition tube</u> supplied by the hospital and labelled with your details. Then in accordance with <a href="#">MPD326</a>, it must be put in a secondary container with absorbent material, in case of leakage, along with completed serum save form (<a href="#">FRM820</a>) and put in outer packaging marked with UN3373 and Biological Substance Category B. The secondary or outer packaging must be rigid. The sample should then be sent by Royal Mail or Courier to: <b>Testing, NHSBT Filton Centre, 500 North Bristol Park, Northway, Filton, Bristol BS34 7QH</b> You should check safe receipt with Testing the following day on 0117 912 5760</li> <li>5. Fill in <a href="#">FRM1373</a> on <a href="#">Datix</a> identifying your Team Leader / Regional Manager.</li> <li>6. Team Leader / Regional Manager to review submitted <a href="#">FRM1373</a> completing the Management Review and CAPA section on <a href="#">Datix</a> after receiving e-mail notification of incident for their review.</li> </ol>
<p><b>Disease</b></p> <ol style="list-style-type: none"> <li>1. Inform manager (Team Leader or Regional Manager) of work related disease immediately.</li> <li>2. Fill in <a href="#">FRM1373</a> on <a href="#">Datix</a> identifying your Team Leader / Regional Manager.</li> <li>3. Team Leader / Regional Manager to refer individual to Occupational Health for further investigations. HR Direct can provide support for this process if required.</li> <li>4. Team Leader / Regional Manager to review submitted <a href="#">FRM1373</a> completing the Management Review and CAPA section on <a href="#">Datix</a> after receiving e-mail notification of incident for their review.</li> </ol>