

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **CLIENT ACCIDENT AND INJURY REPORT**

ANNUAL REVIEW MONTH: November

RESPONSIBLE FOR REVIEW: Nurse Executive (CSH)

LAST REVISION DATE: January 2004

All accidents, injuries and suspected accidents/injuries to clients under the supervision of hospital employee(s) shall be promptly and accurately reported in accordance with CSH Policy 5.06, Incident Reporting and by using form CSH 464, Client Accident and Injury Report (Rev. 5/03). Client Accident and Injury Reports will be reviewed by appropriate personnel in a continuous effort to improve the treatment environment.

When a client returns to the hospital with an injury from temporary leave or other situations not under the supervision of an employee, completion of form CSH-464 is not required; however, an entry describing the accident/injury will be entered in the progress notes of the client's medical record. Each section of the report shall be completed in with appropriate.

If the accident/injury is of a serious nature, an Incident Report, form CSH-44, will be completed in addition to form CSH-464 and/or the entry into the progress notes.

The CSH Safety Officer will obtain information on client accidents for the CSH Environment of Care Team from the accident and injury files and Monthly Summary of Accident and Injury Reports.

Approved:

This policy has been approved by the CMO and CEO on 1/22/04.