



MEDICAL CENTRE CRITICAL INCIDENT POLICY

Critical Incident

A critical incident is an unintended or unexpected incident which could have or did lead to harm for one or more pupils or staff members. It will often involve body fluid contaminants or drug/medication mistakes. While the College regards safety as an essential part of its medical care and aims always to prevent errors incidents can occur.

Practice and Procedure

In the event of an incident action is taken immediately to eliminate the risk or any further risk:

- rapid assistance is offered to the persons involved in the incident
- staff liaise with Medical Centre and emergency services as appropriate

Thereafter the following happens:

- the hazard is detected and identified
- a thorough de-brief and full discussion is undertaken by all medical centre staff
- contaminant incidents are reported to the department head (Carmel Baxter-Wilks), and/or the sister or deputy sister in charge
- drug/ medication administrative errors are discussed immediately with the College GP (Dr Rosemary Leonard) and/or the school medical officer or locum doctor and appropriate action taken
- a detailed incident or near miss report is documented with input from the staff involved the report is submitted to the College's Chief Operating Officer (who is its Health and Safety Officer).
- medical centre staff together with the COO and HSE officers discuss possible improvements to routines and /or procedures to eliminate error and enforce a safer working environment for staff and pupils. Any decisions are printed and filed so as to be available for reflection and to ensure best practice in the future
- The report is kept in an appropriate file.
- arrangements are made for any necessary re-training or clinical updating of staff as appropriate
- In the case of serious malpractice or clinical error, disciplinary procedures are evoked.
- parents of any affected pupils are informed and if appropriate given a copy of the report.