DERBYSHIRE County Council

Derbyshire Shared Lives Scheme

Essential Reporting

Purpose:

- To promote an **open and transparent culture**
- To ensure **learning, safety, and quality of care** across the Shared Lives scheme.

Timely reporting to The Shared Lives Team is essential

Immediately for serious incidents such as:

- A person going missing
- Death or life-threatening injury
- Injuries requiring hospital treatment
- Safeguarding concerns or risks to safety

Out of hours, carers must call **Social Care emergency out-of-hours 01629 532 600**
Monday – Friday 5pm - 9am & 24 hours weekends and bank holidays.

Call 999 for immediate emergencies where life or health is significantly at risk.

Within 1 working day we need to be informed of:

- Changes to your contact details
- Incidents or accidents involving the person you support, including falls
- Notifying of any falls or injuries to anyone taking **anticoagulant's** and they have followed up with **medical advice on all occasions.**
- Any changes to prescribed medication for the person you support.
- Medication errors relating to the person you support
- If you, or anyone in your household, are the subject of a safeguarding investigation
- If you are the subject of a criminal investigation
- If you receive a new criminal conviction
- If a member of your household is the subject of a criminal investigation in which the victim is a child or a vulnerable adult

Other notifications required as soon as they are planned:

- Planned holidays, carer leave, and household changes.
- Changes in personal circumstances or responsibilities.

At your earliest convenience:

- Changes to your responsibilities outside Shared Lives – this includes paid or voluntary work, pregnancy, care of grandchildren.
- Concerns about the person you support, including wellbeing and behavioural

Completion of Incident Form

All carers must complete the paper version of the **Incident & Accident Form** and then inform Shared Lives scheme as soon as possible following any event. These can be sent via post or email:

Shared Lives Team, Parkwood Centre, Alfreton Park, Alfreton, DE55 7AL

ASCH.shared.lives@derbyshire.gov.uk

Information captured includes:

- Type of incident (e.g. fall, injury, missing person, police involvement)
- Details of what happened, witnesses, and injuries sustained
- Actions taken (first aid, hospital admission, informing family)
- Preventative steps to reduce recurrence

Completed Form

Completed forms must be sent to Shared Lives via email or without delay to the Shared Lives scheme. They will complete the process following their reporting requirements.

If they believe this meets the reporting requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 then the Shared Lives manager/duty will liaise with the Derbyshire County Council Health and Safety team: HealthandSafety.Enquiries@derbyshire.gov.uk

Shared Lives Incident & Accident Form

Derbyshire County Council encourages an open and transparent culture within which all incidents are reported, and that learning is shared across its services.

To support this, all Shared Lives carers are required to complete the form below following an accident or incident.

The completed form should be sent to your allocated Shared Lives worker as soon as practicably possible following the incident.

You can contact the service by telephone and provide the details verbally if this is your preference.

Person completing this form:					
Relating to care of:		Date:		Time:	
Please tick to indicate what the incident or accident was:					
Fall					
Accidental injury e.g., burn/ scold/ scrape/ fracture					
Non-accidental e.g., Assault					
Missing Person					
Traffic Accident					
Damage to property (including fires)					
An incident that has been reported to or investigated by the Police					
Other					

About the Incident or Accident

Where did it happen?	
Was anyone else involved?	

Briefly record what happened	
Was it witnessed by anyone, and if so by whom?	
What did the witness report seeing?	
Did the person suffer any injuries? If so, please provide a description of the injuries and to what parts of the body	

Following the incident were any of the following required:			
Relevant medical/health advice sought		Hospital admission	

First Aid given		Family/carers informed	
Was any immediate action needed or taken to prevent reoccurrence? If so, briefly describe what action was taken:			