

Tool 17a: Guidelines for completing a post-fall/incident report form

- This Post Falls/Incident Report should be completed for every fall-related incident.
- The Post Falls/Incident Report is used to record what happened in the falls incident, the time and place of the fall, a description of the fall, including the activity at time of fall, circumstances leading to the fall, possible causes, including any preceding sensations or symptoms reported by the individual, the injury sustained, whether a doctor or ambulance was called, if they were admitted to A&E or hospital, the consequences of the fall and the actions taken.
- The form should be completed as comprehensively as possible
- Who should complete this?
 - If the individual is found on the floor, the staff member who found them is responsible for completing the Post Falls/Incident Report.
 - If a member of staff witnesses a fall, the member of staff who witnessed the fall is responsible for completing the Post Falls/Incident Report.
 - If the fall is witnessed, by a visitor or member of staff they should provide a description of the event to the person responsible for completing the Post Falls/Incident Report.
 - If the fall was reported to staff after the event the staff member to whom the fall was reported should complete the Post Falls/Incident Report.
- The Post Falls/Incident Report is to be kept in the individual's general care plan and a copy stored within the care home falls record file
- A statement on what is known about the fall incident is to be written in the individual's notes, along with the action taken and a record of the individual's condition including vital signs

References: Falls report – Goulburn Valley Health