



Embrace Incident Reporting Framework

If an incident arises at a referring or receiving unit with involvement from Embrace the following procedure should be followed:

1. The local unit should complete their Trust Risk Form describing the incident, highlighting action at the time of the incident and including a section for response from Embrace
2. This form should be electronically sent to the Lead Nurse: jo.whiston@nhs.net
3. The form will be reviewed by the Lead Nurse and a Consultant who will respond to you with an action plan.
4. The incident will also be reported to the Risk Management Department at Sheffield Children's NHS Foundation Trust

Any incidents that require urgent action should be discussed as soon as possible with the Lead Consultants for Embrace

Tel: 0114 3053005

Or

stephen.hancock@nhs.net (paediatric cases)

cath.harrison@nhs.net (neonatal cases)

Embrace independently review all transfers with incident reporting being carried out on a weekly basis.

Any serious incidents should be reported following your Trust's usual policy