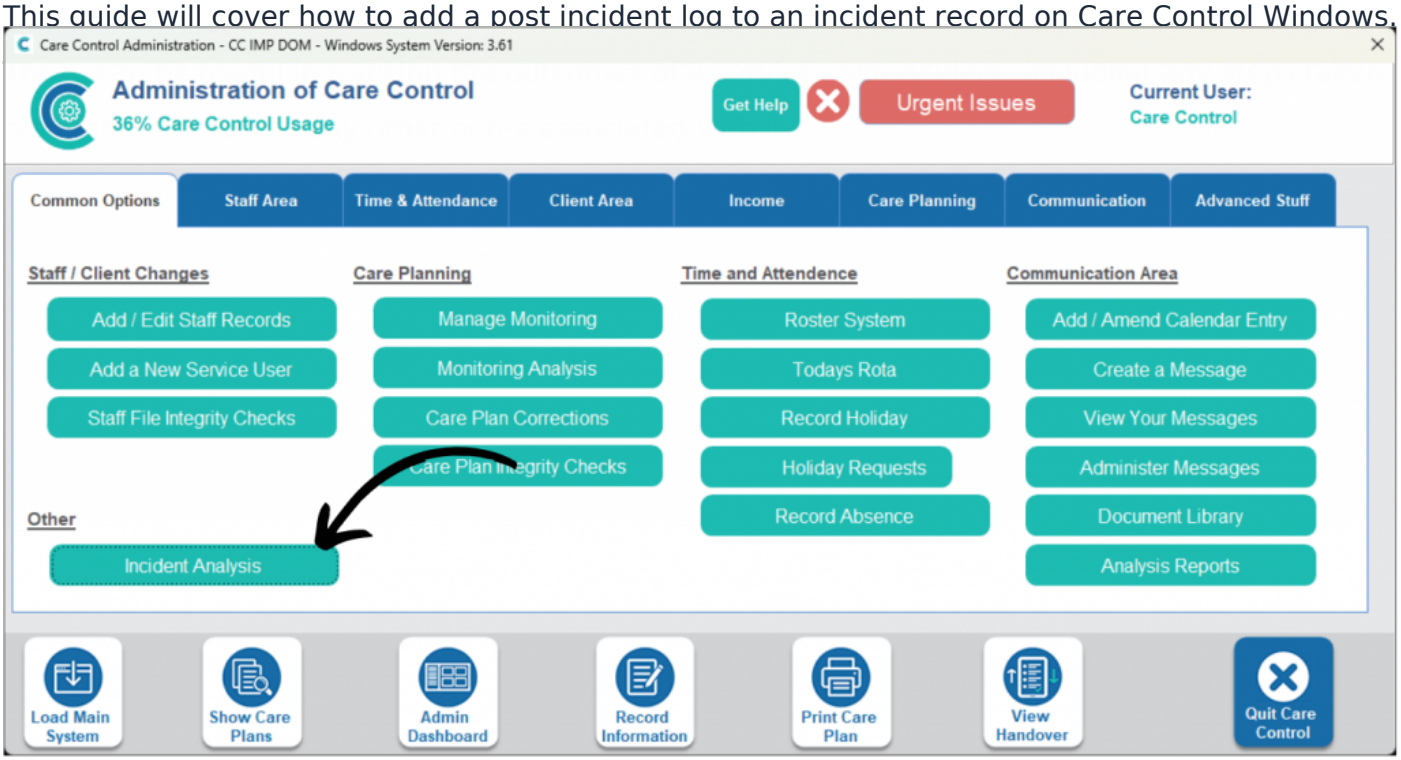
Creating a Post Incident Log

Incidents Windows · https://cclearninghub.co.uk/docs/creating-a-post-incident-log/



Creating a Post Incident Log

This guide will cover how to add a post incident log to an incident record on Care Control Windows.

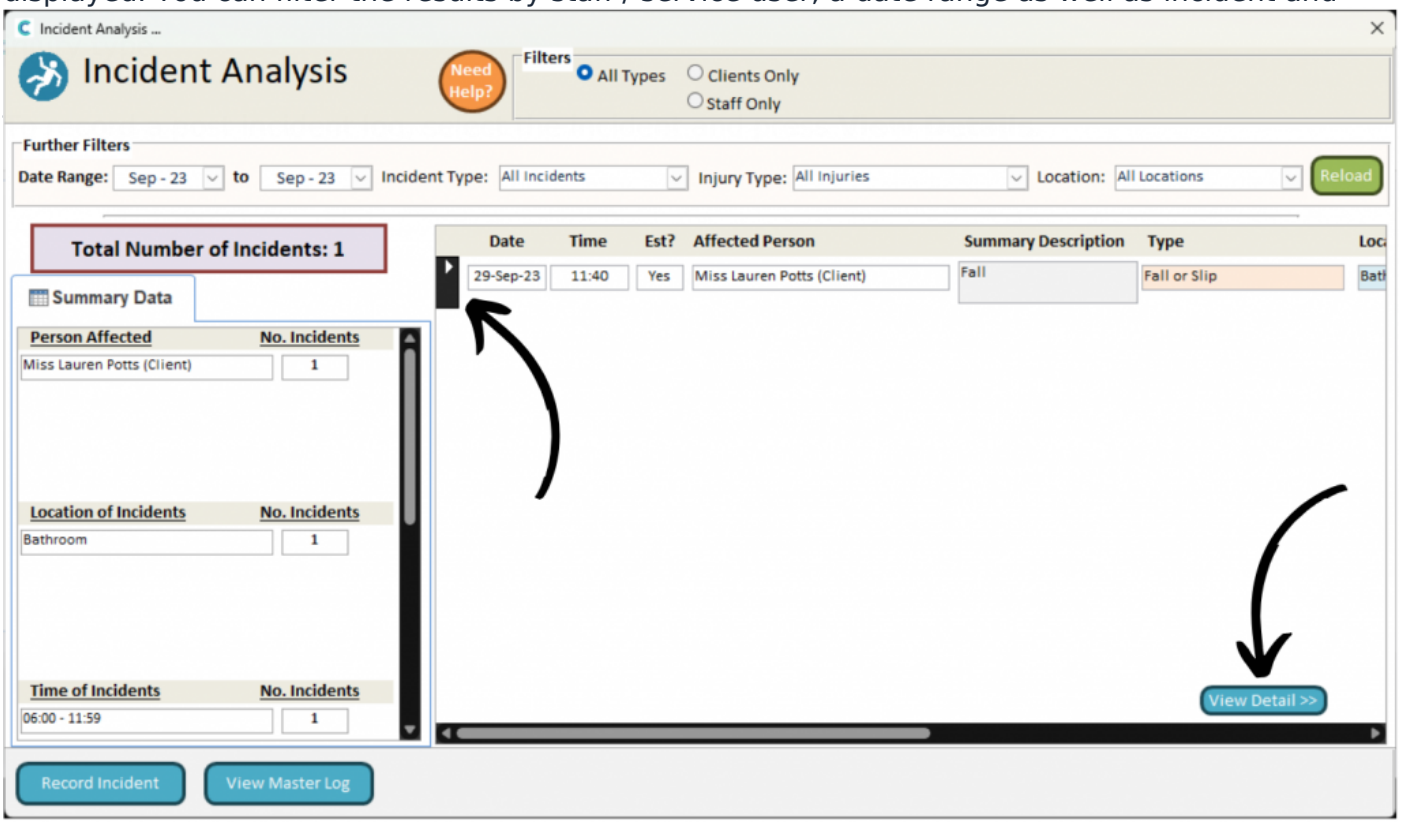


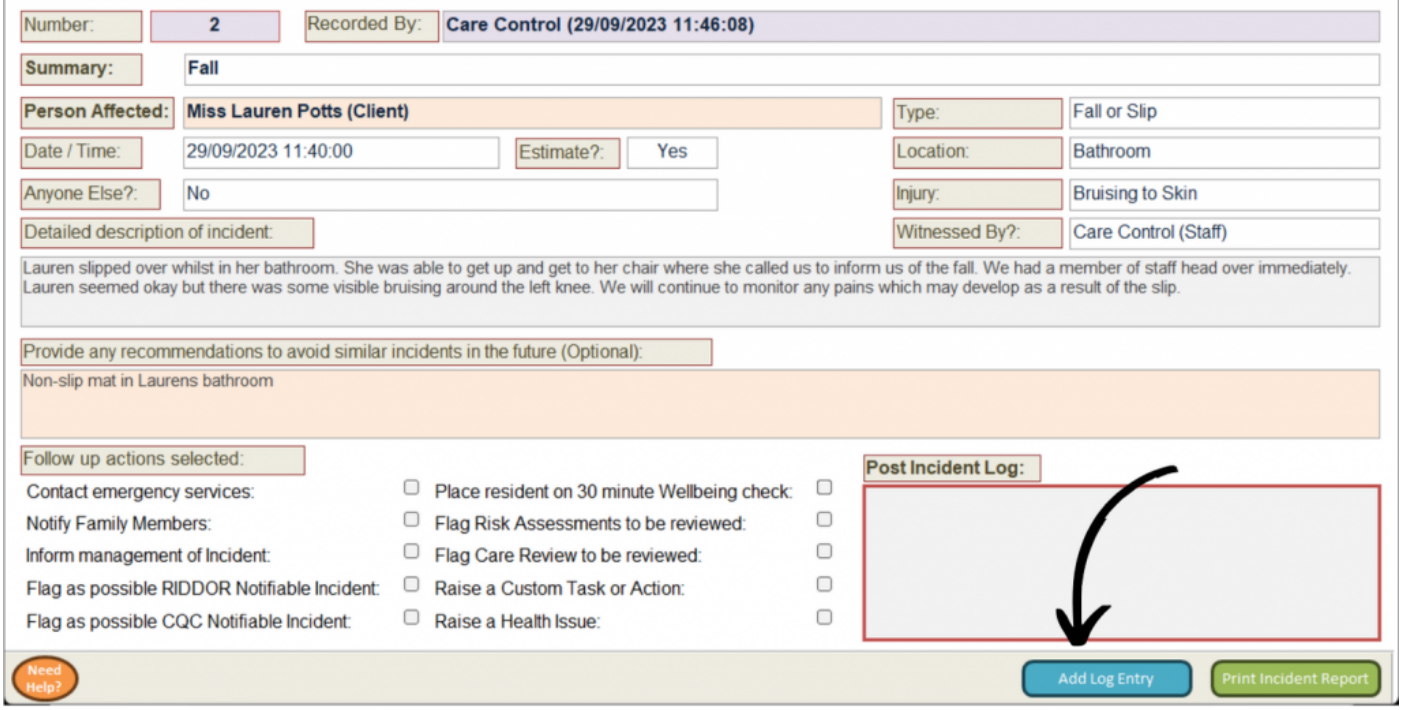
1

In the Administration of Care Control Windows, open the **Incident Analysis** tool, which can be found under the Common Options tab.

2

A new window will open. Here, a summary of all the incidents in your organisations will be displayed. You can filter the results by staff / service user, a date range as well as incident and





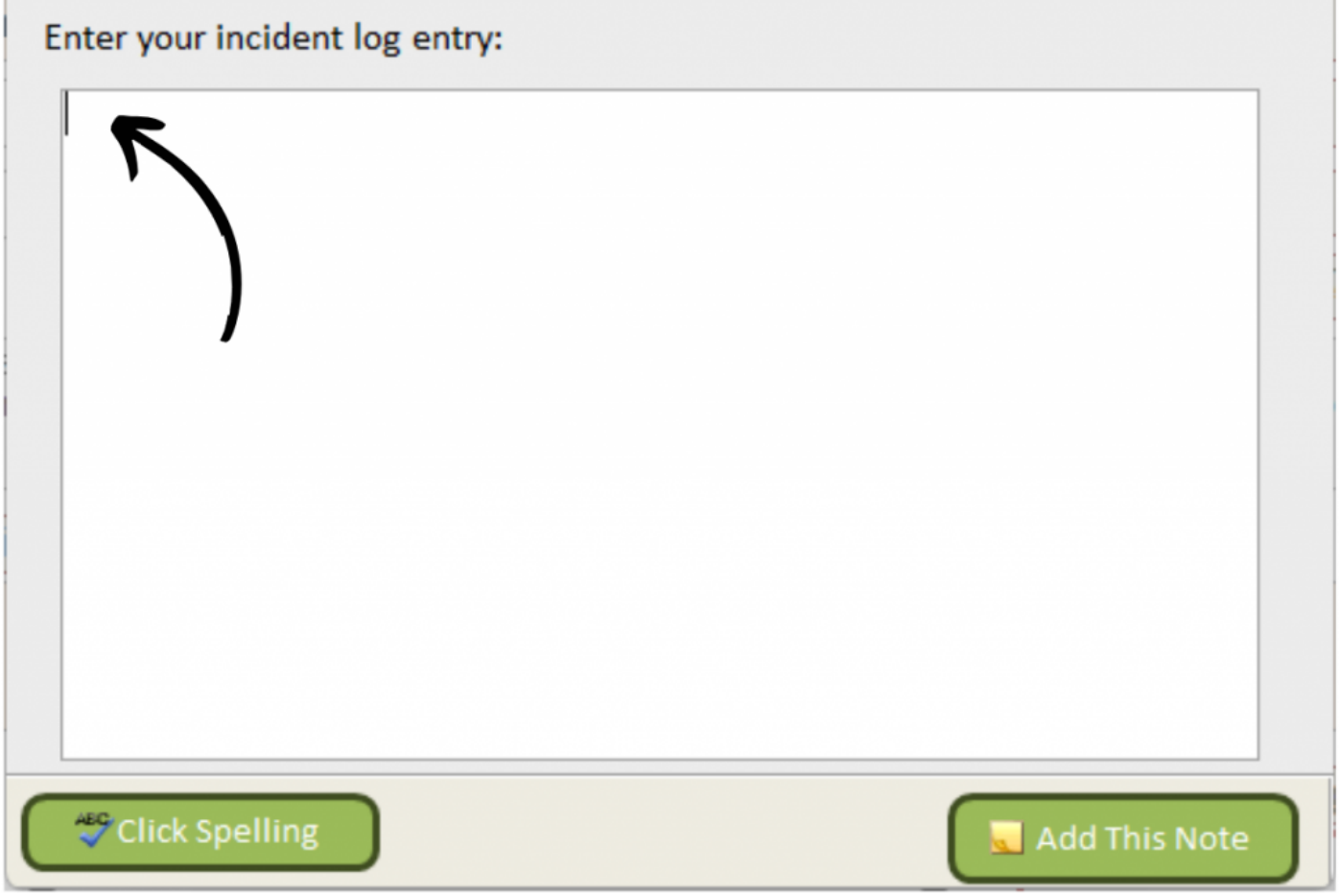
3

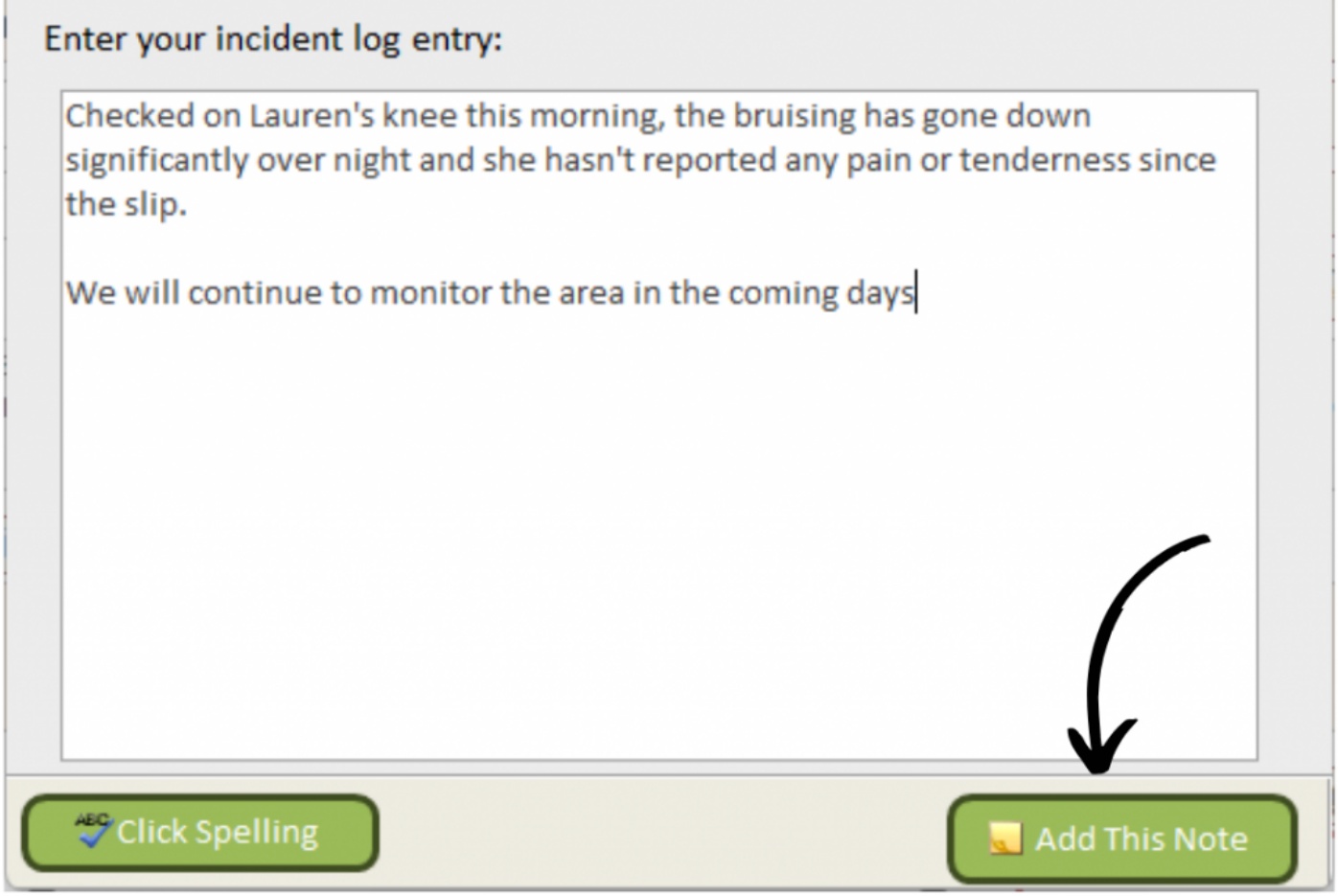
The chosen incident form will open.

Here, press **Add Log Entry** at the bottom of the page.

4

A blank text box will open. Type in the required information here.


Enter your incident log entry:
Click Spelling
Add This Note

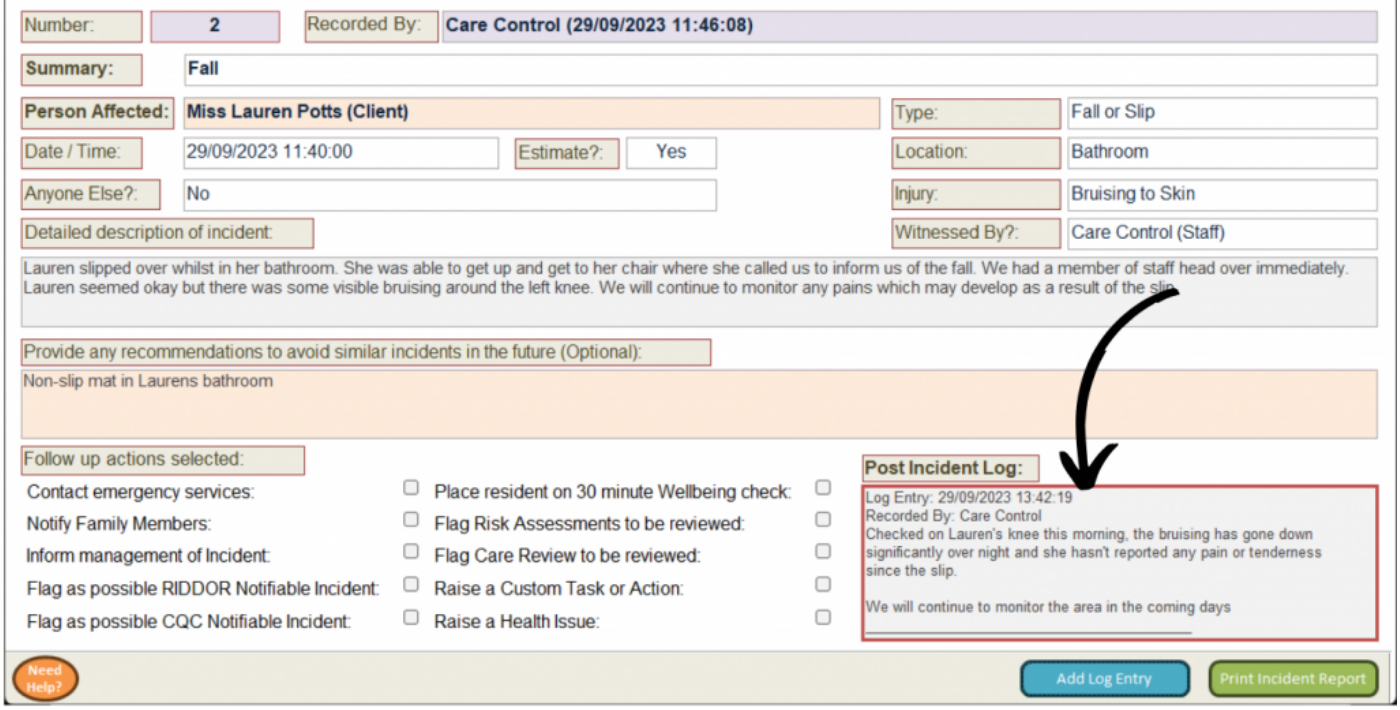


5

After doing so, press **Add This Note**.

6

Your note will appear in the **Post Incident Log** box.


Number: 2
Recorded By: Care Control (29/09/2023 11:46:08)
Summary: Fall
Person Affected: Miss Lauren Potts (Client)
Type: Fall or Slip
Date / Time: 29/09/2023 11:40:00
Estimate?: Yes
Location: Bathroom
Anyone Else?: No
Injury: Bruising to Skin
Detailed description of incident:
Witnessed By?: Care Control (Staff)
Lauren slipped over whilst in her bathroom. She was able to get up and get to her chair where she called us to inform us of the fall. We had a member of staff head over immediately. Lauren seemed okay but there was some visible bruising around the left knee. We will continue to monitor any pains which may develop as a result of the slip
Provide any recommendations to avoid similar incidents in the future (Optional):
Non-slip mat in Laurens bathroom
Follow up actions selected:
Contact emergency services:
Notify Family Members:
Inform management of Incident:
Flag as possible RIDDOR Notifiable Incident:
Flag as possible CQC Notifiable Incident:
Place resident on 30 minute Wellbeing check:
Flag Risk Assessments to be reviewed:
Flag Care Review to be reviewed:
Raise a Custom Task or Action:
Raise a Health Issue:
Post Incident Log:
Log Entry: 29/09/2023 13:42:19
Recorded By: Care Control
Checked on Lauren's knee this morning, the bruising has gone down significantly over night and she hasn't reported any pain or tenderness since the slip.
We will continue to monitor the area in the coming days
Need Help?
Add Log Entry
Print Incident Report