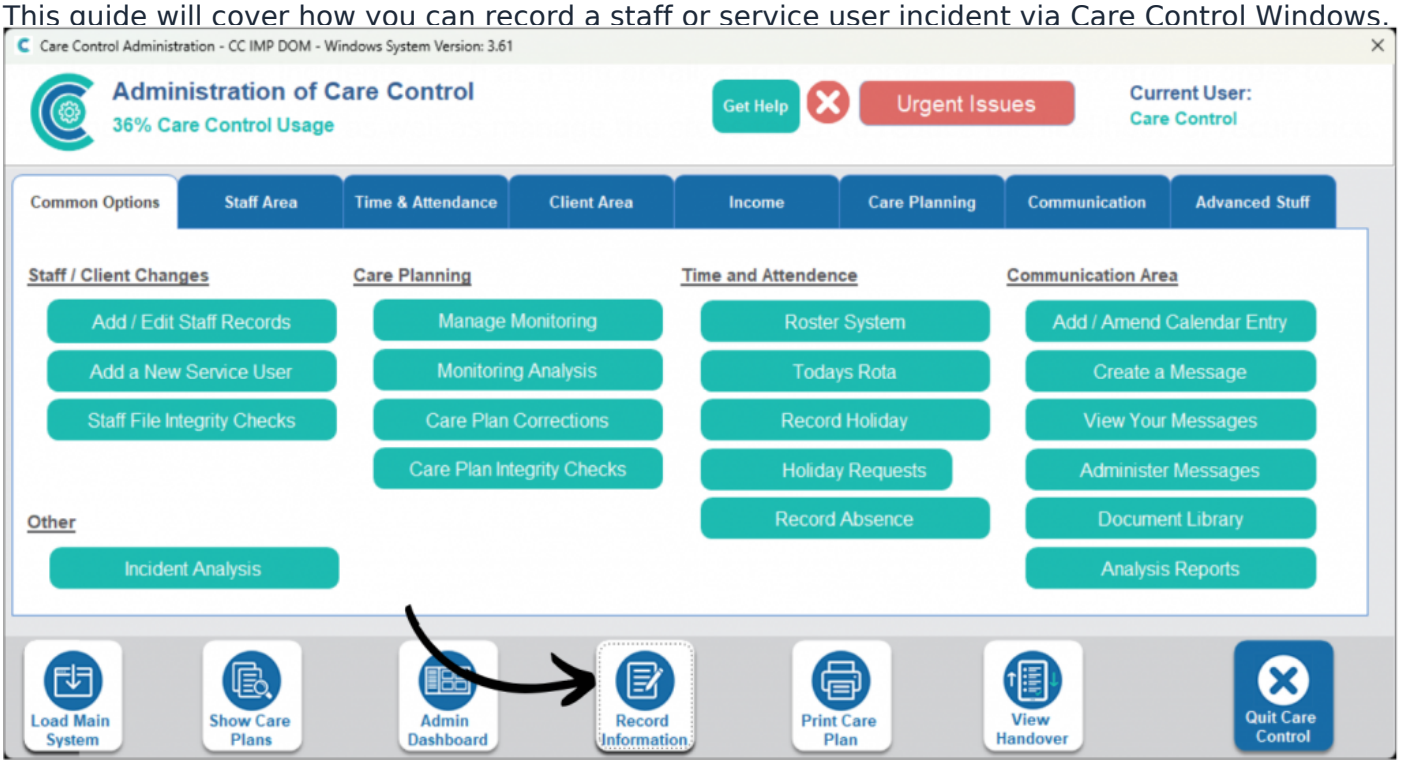
Recording an Incident

Incidents Windows · https://cclearninghub.co.uk/docs/recording-an-incident/



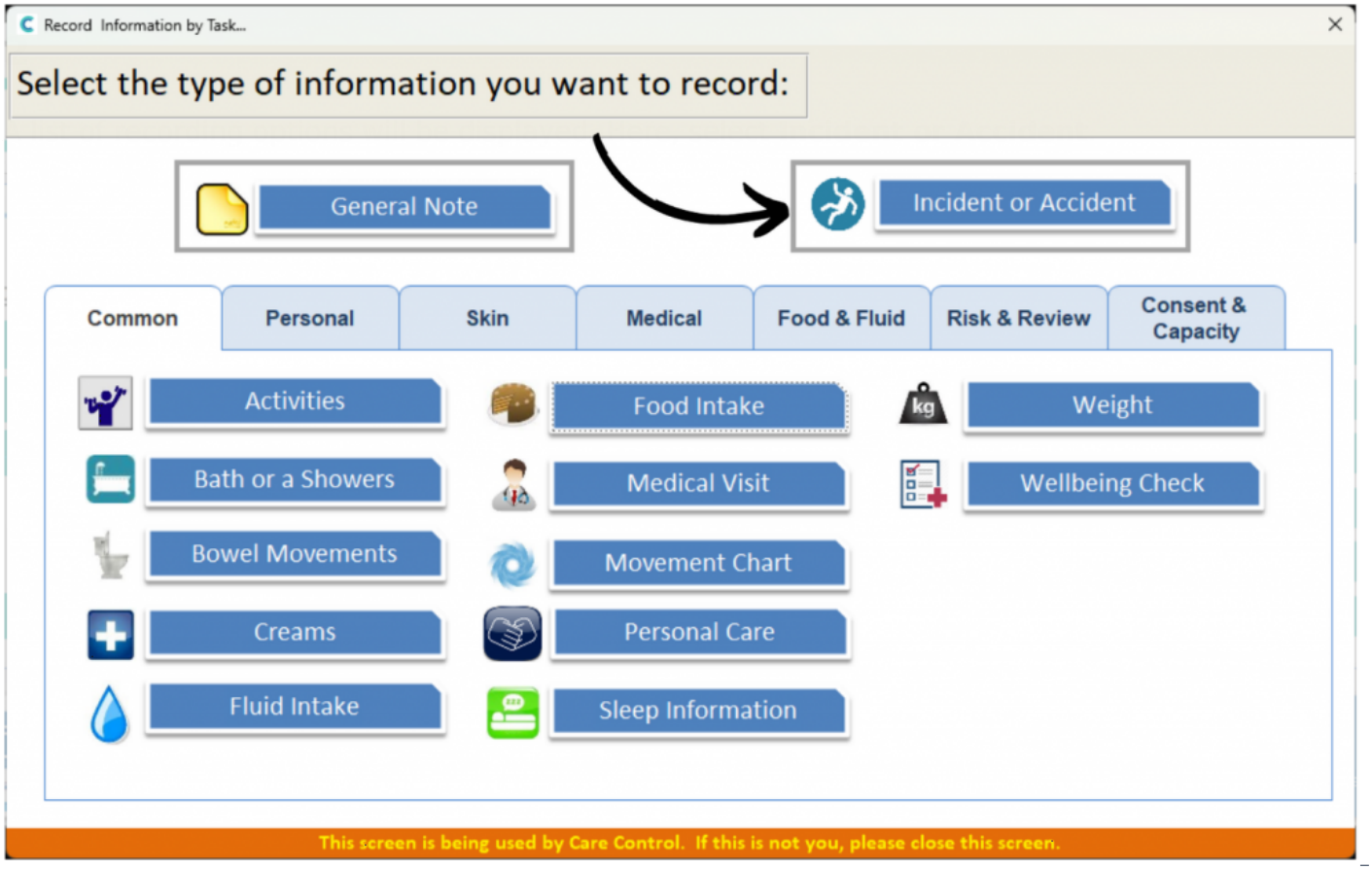
Recording an Incident

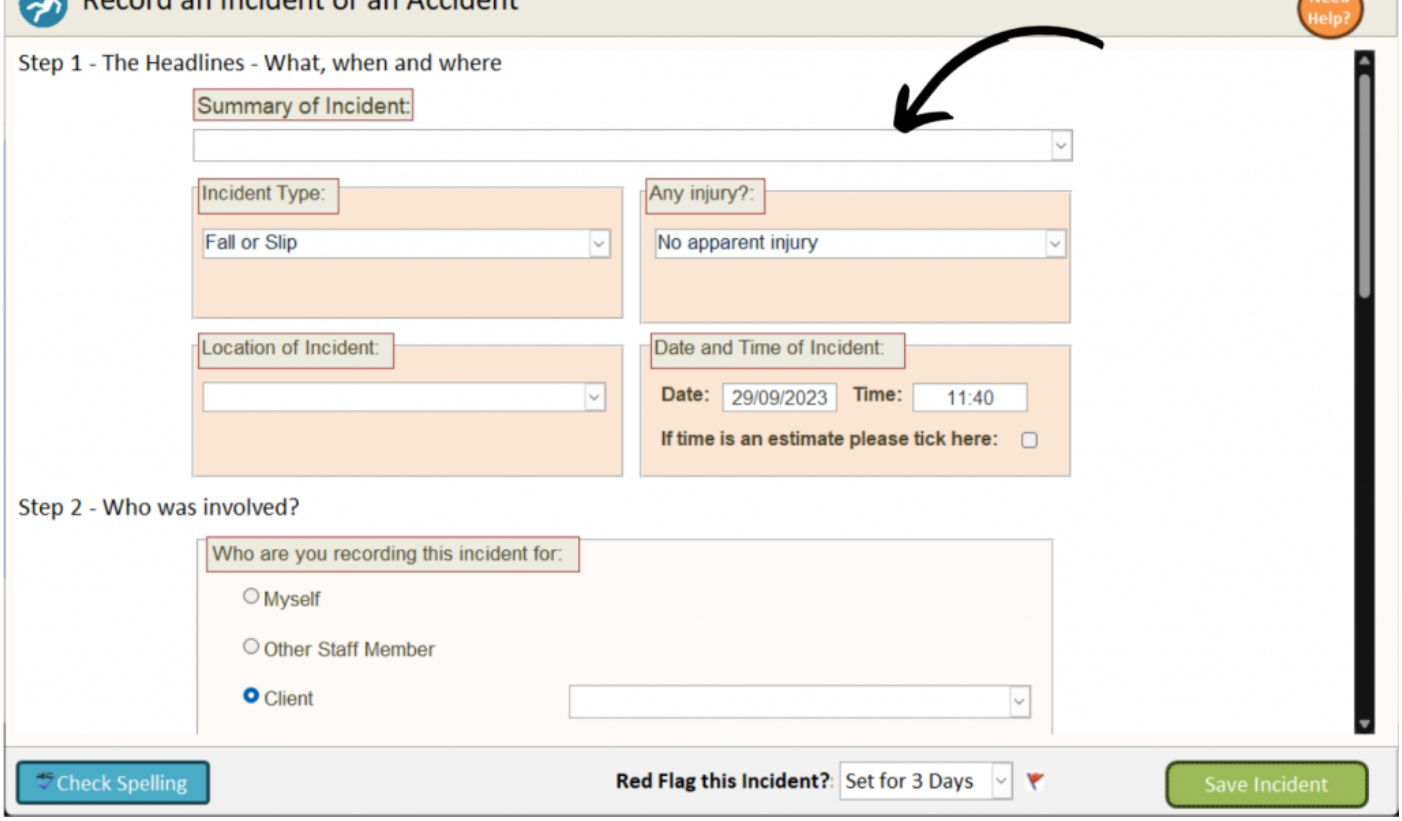
This guide will cover how you can record a staff or service user incident via Care Control Windows.



1

In the Administration of Care Control Windows, select **Record Information**, which can be found at the bottom of the screen.



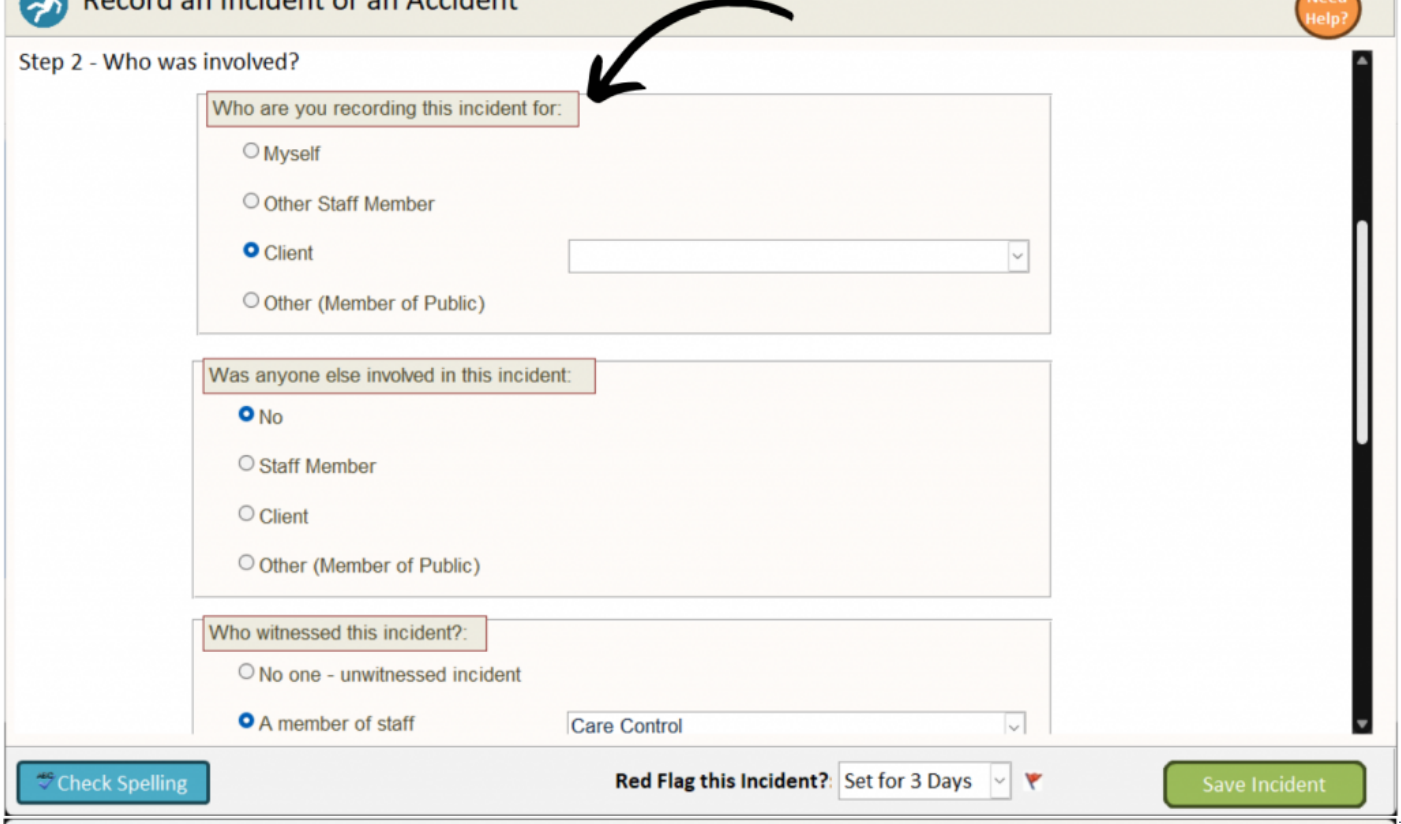


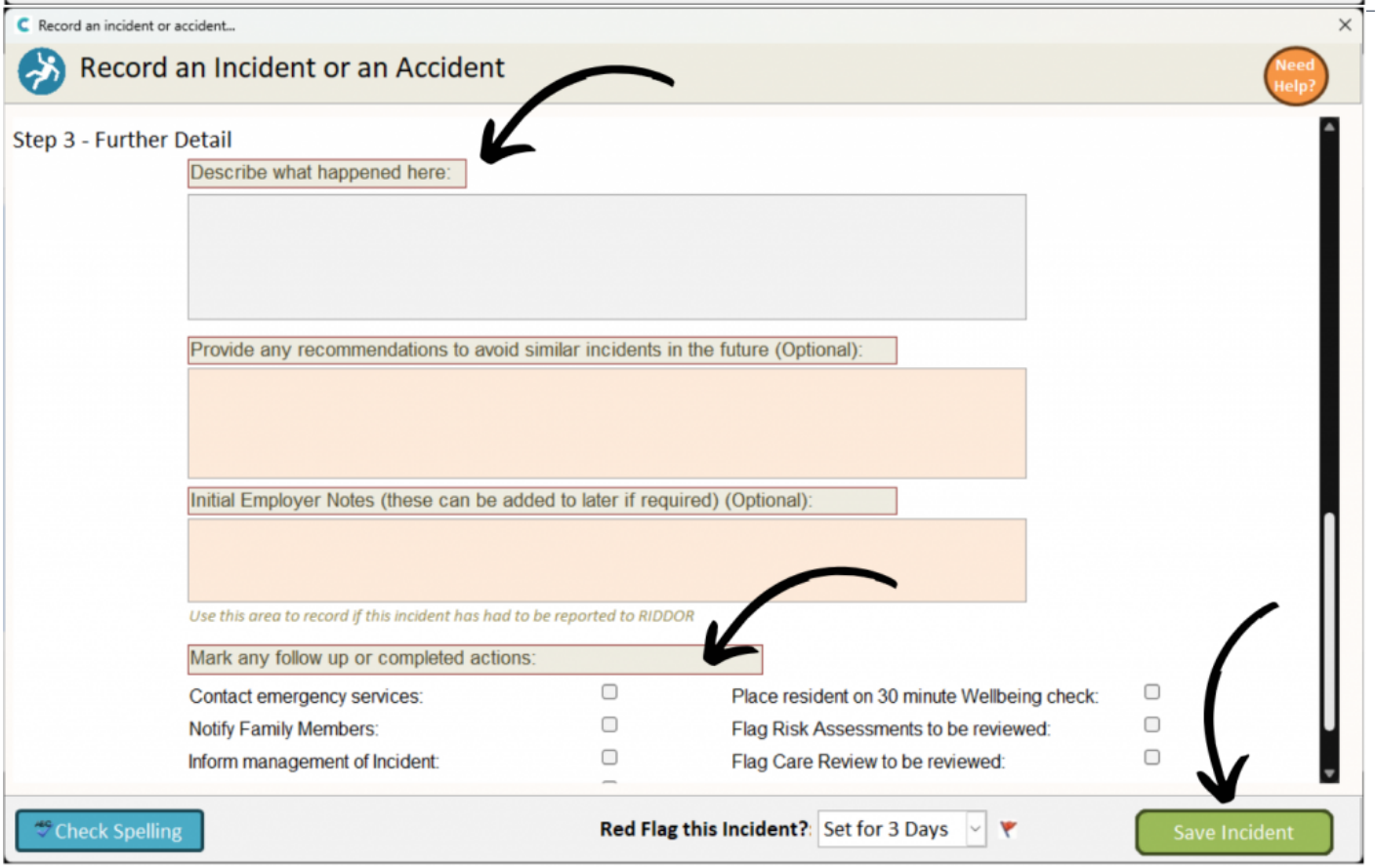
3

A blank incident form will open. Begin by entering the basic details of the event, including the **Summary**, **Type**, whether there was an **Injury**, the **Location** as well as the **Date & Time**.

4

Next, complete the **involvement** part of the form. Here you can record who the **incident record is for**, anyone else **involved** as well as who **witnessed** the incident.


Record an Incident or an Accident
Need Help?
Step 2 - Who was involved?
Who are you recording this incident for:
Myself
Other Staff Member
Client
Other (Member of Public)
Was anyone else involved in this incident:
No
Staff Member
Client
Other (Member of Public)
Who witnessed this incident?:
No one - unwitnessed incident
A member of staff
Care Control
Check Spelling
Red Flag this Incident?:
Set for 3 Days
Save Incident

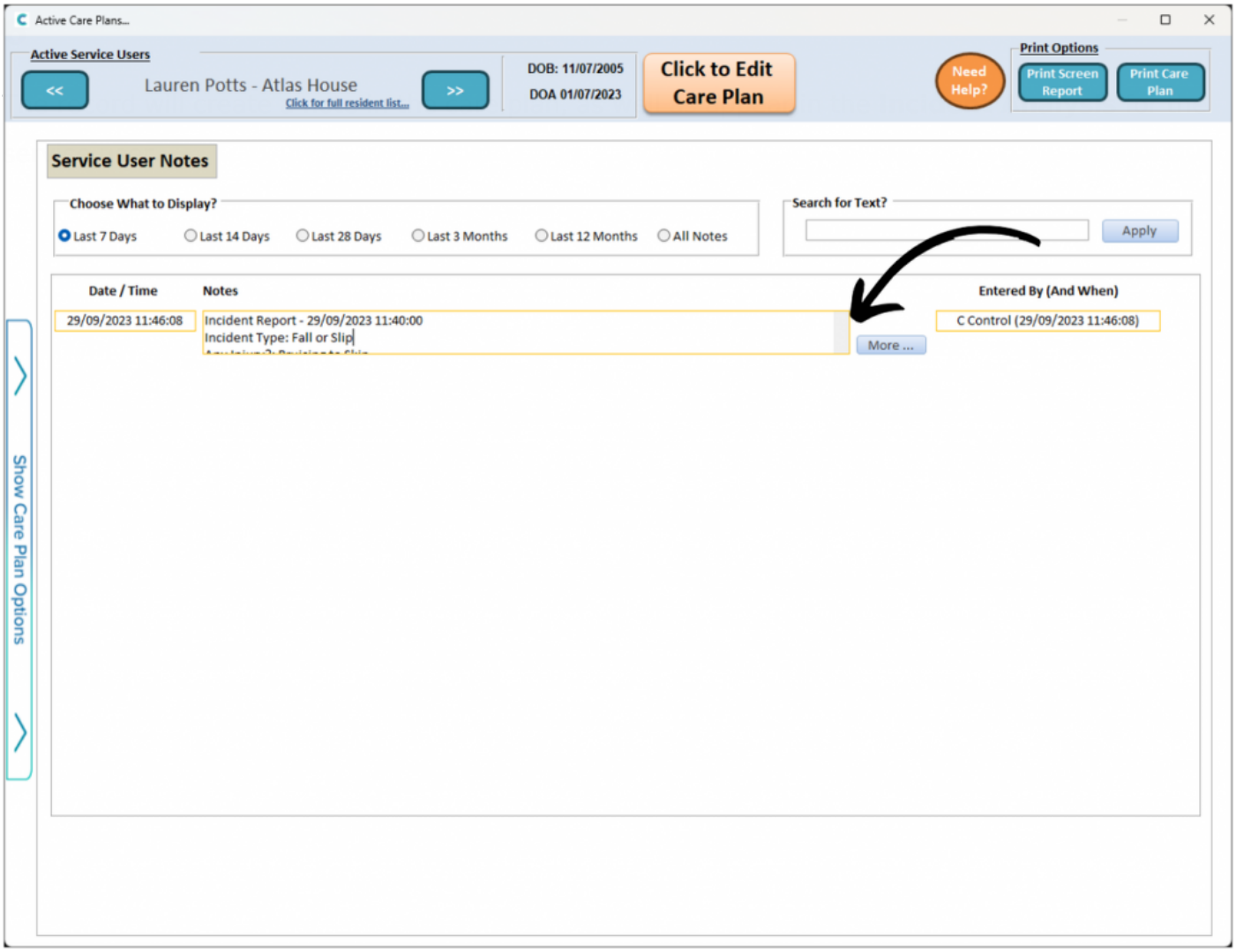

Record an incident or accident...
Record an Incident or an Accident
Need Help?
Step 3 - Further Detail
Describe what happened here:
Provide any recommendations to avoid similar incidents in the future (Optional):
Initial Employer Notes (these can be added to later if required) (Optional):
Use this area to record if this incident has had to be reported to RIDDOR
Mark any follow up or completed actions:
Contact emergency services:
Notify Family Members:
Inform management of Incident:
Place resident on 30 minute Wellbeing check:
Flag Risk Assessments to be reviewed:
Flag Care Review to be reviewed:
Check Spelling
Red Flag this Incident?:
Set for 3 Days
Save Incident

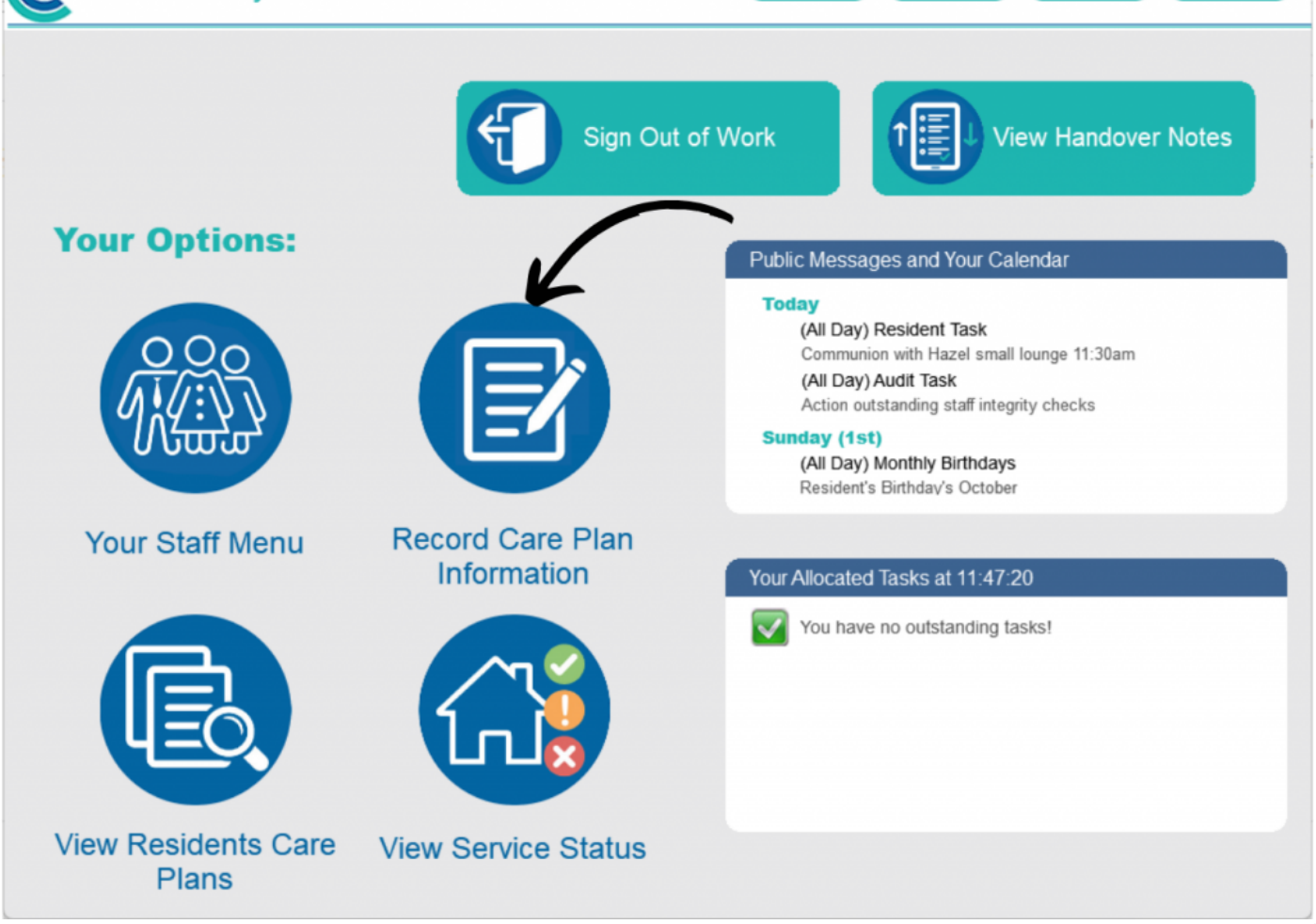
5

Finally, enter some further details about the event. This includes a **full description**, any **recommendations** for the future as well as any further **employer notes**.

At the bottom of the form are some tick boxes to create actions for after completing the incident. This includes options to contact the emergency services, notify the family as well as management, create a well-being check and lots more.

Press **Save Incident** to complete the form.





7

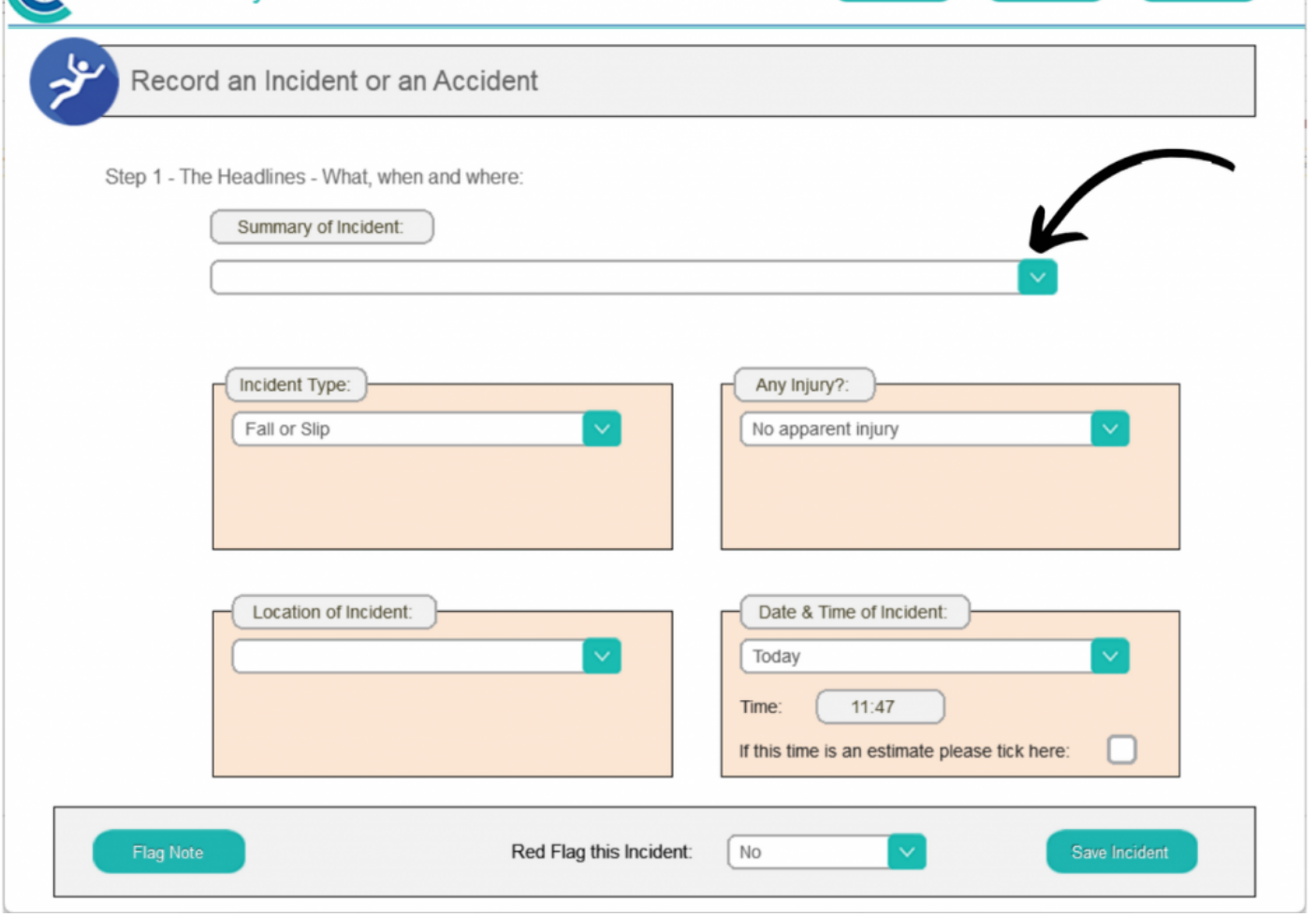
You can also record incidents in Care Control Mobile.

Select **Record Care Plan Information**.

8

Then, select **Record an Incident**.


General Note
Record an Incident
Common Options
Activities
Food Intake
Sleep Information
Bath or Shower
Medical Visit
Hand Washing
Bowel Movements
Movement Chart
Wellbeing Check
Creams
Personal Care
Intervention
Fluid Intake
More Options



9

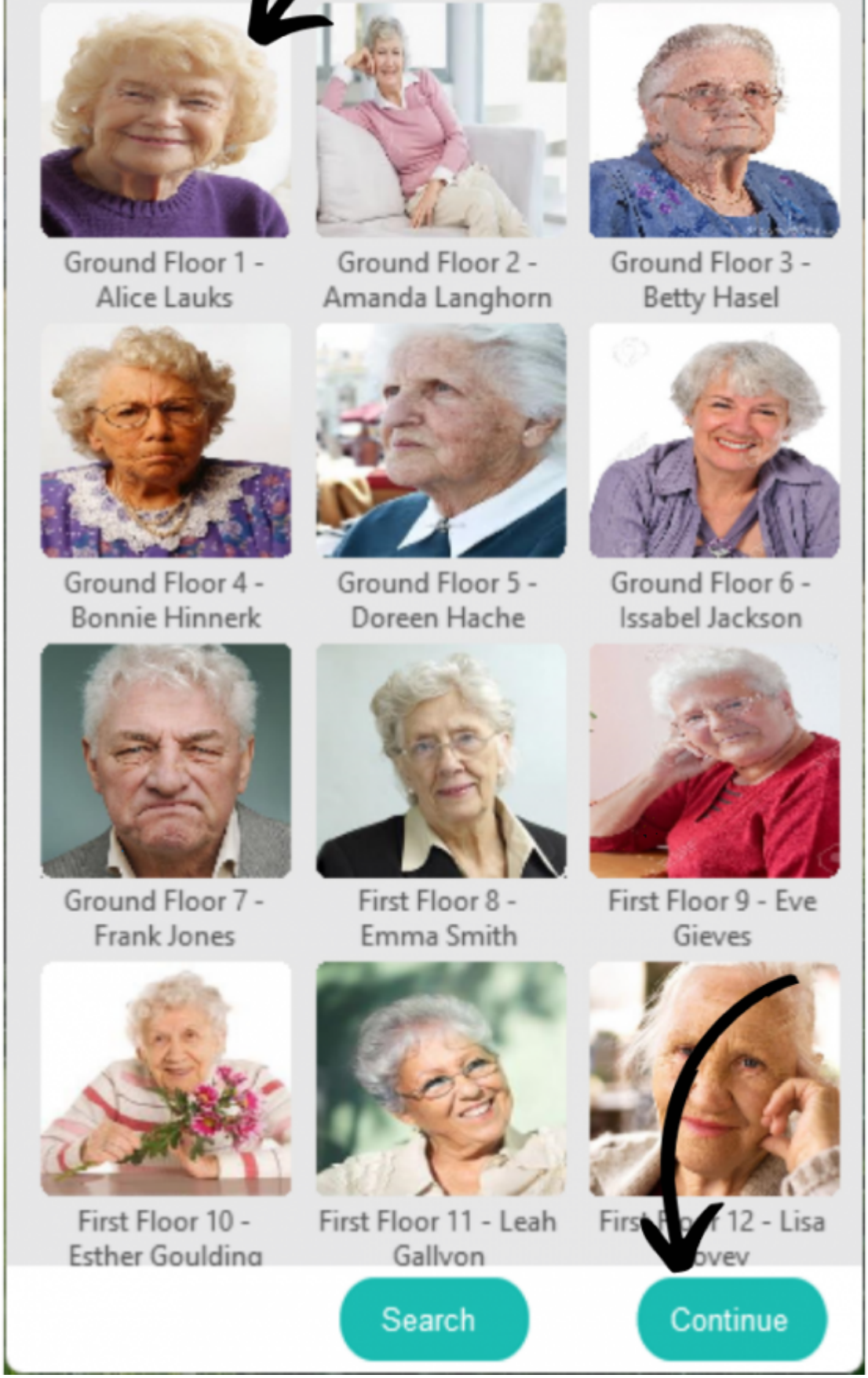
In the same way as above, complete the form with the relevant details before pressing **Save Incident**.

10

You can also record incidents on Care Control Pocket.

From the recording options, select **Record an Incident**.


General Note
Record an Incident
Activities
Bath or Shower
Bowel Movements
Creams
Fluid Intake
Food Intake
Medical Visit
Movement Chart
Personal Care
Sleep Information
Wellbeing Check
Your Custom Monitoring
Show All


Ground Floor 1 - Alice Lauks
Ground Floor 2 - Amanda Langhorn
Ground Floor 3 - Betty Hasel
Ground Floor 4 - Bonnie Hinnerk
Ground Floor 5 - Doreen Hache
Ground Floor 6 - Issabel Jackson
Ground Floor 7 - Frank Jones
First Floor 8 - Emma Smith
First Floor 9 - Eve Gieves
First Floor 10 - Esther Gouldina
First Floor 11 - Leah Gallvon
Search
Continue

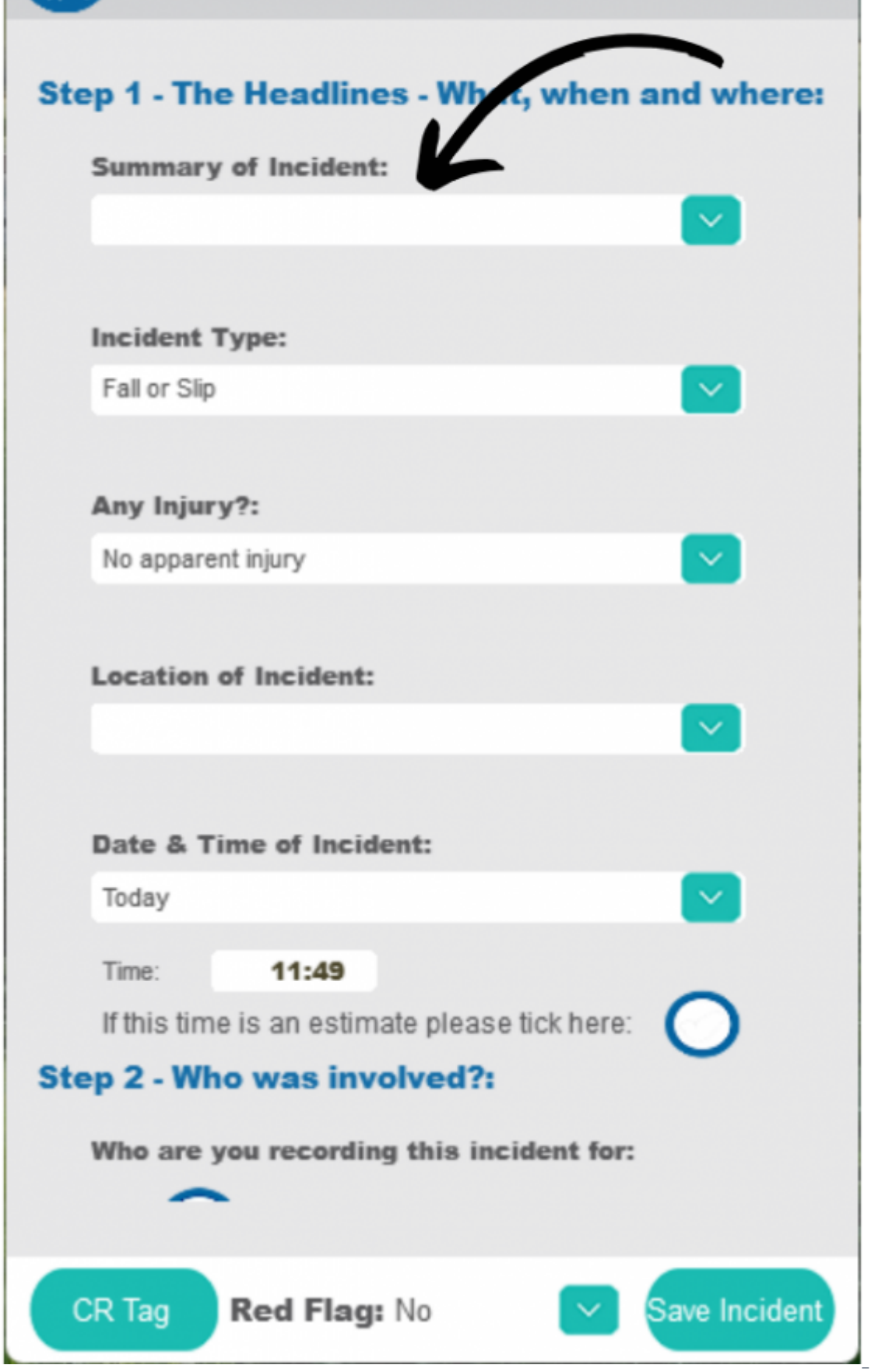
11

Select the affected service user and press **Continue**.

12

Once again, you can complete the form as required.

Press **Save Incident** to complete the recording.


Step 1 - The Headlines - What, when and where:
Summary of Incident:
Incident Type:
Fall or Slip
Any Injury?:
No apparent injury
Location of Incident:
Date & Time of Incident:
Today
Time:
11:49
If this time is an estimate please tick here:
Step 2 - Who was involved?:
Who are you recording this incident for:
CR Tag
Red Flag: No
Save Incident