



## Management and Review Form

### Record Managers/Verifiers are responsible for:

1. Checking the content and factual accuracy of the report
2. Ensuring each contact is **APPROVED**
3. Selecting a RIDDOR status
4. Ensuring the **SEVERITY** is correct
5. Downgrading or upgrading the **SEVERITY** if appropriate
6. Selecting a **LIKELIHOOD OF RECURRENCE** grade
7. Moving the record to the **BEING REVIEWED (verified)** status
8. Adding information in the progress notes section on how you intend to proceed
9. Deciding if the **Statutory Duty of Candour** procedure applies
10. Recommending whether or not this record requires further review
11. Commencing a review process (if appropriate)
12. Providing meaningful feedback to the reporter of the record

### Please adhere to national standards:

- All events should be verified within 72 hours
- All category 1 (severity) events must undergo an appropriate level of review
- Moderate events must be closed within 90 days if a review is conducted
- All minor and negligible (severity) events should be completed within 10 days

[CLICK HERE to view the NHST Adverse Event Management Policy](#)

[CLICK HERE to view the NHST Datix Verifier Guide](#)

### Adverse Event (without harm) | 137876

#### Submitted/Viewed by Record Manager (Verifier)

Datix Event ID	137876
Date event submitted to verifier (dd/MM/yyyy)	08/10/2020
Date event first viewed by verifier (dd/MM/yyyy)	15/10/2020
Last updated	25/06/2024 11:23:23
Ref	136943
<b>FOR USE BY CLINICAL GOVERNANCE TEAM ONLY</b>	

#### Location where this event occurred

In which type of location did the event occur?	HOSPITAL
In which location did the event occur?	STRACATHRO HOSPITAL
What was the exact location?	STRACATHRO REGIONAL TREATMENT CENTRE STRACATHRO HOSPITAL

#### Reporter's Care Division

Care Division/HSCP	Access and Assurance Care Division
Clinical Care Group/Locality	SRTC
Department	SRTC
Did this event involve a robotic assisted surgery (RAS) patient?	
Reporter's Staff Group	Nursing

#### Type of Report

Who or what was affected by this event	Incident affecting patient
Were 2 or more patients involved in this event?	
Was this an actual adverse event or a near miss?	Adverse Event (without harm)
Was anyone harmed as a result of this event?	No

#### Time and Date of the Event

Time (hh:mm)	11:39
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Actual time the adverse event happened. Use approximate time if not known. Please enter in 00:00 format

Event date (dd/MM/yyyy) 08/10/2020

Was the Event Out of Hours? No

**Category and Subcategory**

Event Category FAILURE TO FOLLOW GUIDELINES

[CLICK HERE to view the full listing of Categories and Subcategories](#)

For assistance call ext. 58832, or email [tay.datix@nhs.scot](mailto:tay.datix@nhs.scot).

Subcategory FAILURE TO DELIVER APPROPRIATE CARE

Did Healthcare IT (e.g. software or computer equipment) potentially contribute to this incident?

Does this event relate to a National Screening Programme?

[CLICK HERE to view the full listing of National Screening Programmes](#)

**Details of the record**

Circumstances of the Event  
**Enter facts, not opinions. Do not enter names of people in this free text box. Always refer to 'Patient A' or 'Nurse A' etc. Use the people affected section below to gather personal details.**  
 Please avoid the use of any abbreviations and, where possible, please avoid the use of medical terminology.

Patient following full dental clearance came into recovery sore, and oozing quiet a lot. Dentist asked to see patient re oozing. Patient also quite distressed. Patient was prescribed IV Fentanyl and I V paracetamol. Patient was give the prescribed Fentanyl and the prescribed paracetamol. When the patient was more settled we went to change her bloody sheets it was then that I noticed how little she was from a weight point of view. I then also remembered that the anaesthetic nurse had mentioned that her weight was below 50KGS [REDACTED] I then went to look up her weight and it was 48kgs.

What immediate action was taken?  
 Enter action taken at the time of the Event

The paracetamol was already through. The patient normal takes paracetamol at home. I went to inform the consultant anaesthetist he was unconcerned as no add version reaction has occurred. He was the consulting anaestitist but not the prescribing anaestitist.

Enter facts, not opinions. Do not enter names of people in this free text box.  
 Please avoid the use of any abbreviations and, where possible, please avoid the use of medical terminology.

I spoke to prescribing junior and like ourselves [REDACTED] had just automatically prescribed 1gram paracetamol .

I informed the ward nurse but also unformed the ward ANP [REDACTED]

I informed the patient at about 230 pm when she was more able to retain information.

Click the names below to approve people involved

**ANY RECORD INVOLVING A PERSON MUST INCLUDE THEIR PERSONAL DETAILS.**

1. Please review each of the **UNAPPROVED** contacts listed below as they need to be **APPROVED**
2. Click on a contact's name to display the record to approve them or add further details.
3. Click the 'Check for matching contacts button
4. If you can identify the contact from the list, select choose, the contact will **APPROVE** automatically, then click create new link
5. If the contact does not appear in the list after clicking 'Check for matching contacts' then click cancel and manually change the field from **UNAPPROVED** to **APPROVED**
6. Click Save.

**Patient or Person Affected/Involved**

	Approval status	ID	Forenames	Surname	Opened	Closed	Email	Type (Complainant)	Subtype	Contact role	Date of birth	CHI
	Approved	296721	Stacey	Leonard				Patient or former patient	Day patient		28/04/1988	0060



"Click here to share this record with other users" link on the left hand panel. Unfortunately, CGRM staff are unable to do this without the verifier's written agreement.

**Adult Protection**

Is this an adult protection concern? No

[CLICK HERE for Adult Protection Guidance](#)

[CLICK HERE for Adult Protection Reporting Form](#)

**Event Severity**

Impact **NEGLIGIBLE (WHITE): Category 3 Event**

**Extreme (red): Category 1 event - (Death or major incapacity, permanent loss of service, severe financial loss, inability to meet objectives)**

**Major (Amber): Category 1 event - (Major injury, sustained loss of services, major financial loss, significant project/objective over-run)**

**Mortality Learning Events (purple): Used only for deaths considered to be mortality learning events.**

**Moderate (Yellow): Category 2 - (Significant injury, externally reportable e.g. RIDDOR, some disruption to service, significant financial loss)**

**Minor (Green): Category 2 event - (Minor injury or illness, short term disruption to service, minor financial loss, minor reduction in scope of objectives)**

**Negligible (White): Category 3 event - (Negligible/no injury or illness, negligible/no disruption to service, negligible/no financial loss, negligible/no reduction in scope of objectives)**

[CLICK HERE for the Traffic Lights and Consequence Matrix](#)

Do you need to up/downgrade this event?

**Likelihood of Recurrence**

**Recurrence Risk Assessment**  
The likelihood of the Event occurring again and the potential consequences if it did so.

Likelihood of recurrence	Consequence				
	Negligible (Category 3)	Minor (Category 2)	Moderate (Category 2)	Major (Category 1)	Extreme (Category 1)
Almost certain - could occur frequently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Likely - could occur several times	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Possible - may occur occasionally	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Unlikely - not expected to happen but might	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rare - cannot believe this event would happen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grade: <input type="text" value="Green (Category 3) (Low)"/>					

Record managers/verifiers must complete both mandatory fields with a red star below and then change the approval status from In holding area, awaiting review (Unverified) to Being Reviewed (verified) **WITHIN 72 HOURS** of receiving the report

Is this event RIDDOR reportable?

The following types of Events are **not** RIDDOR reportable - Medication Events, Inappropriate Staffing Levels, Missing Patient Documentation, Absconding/Missing Patients, Verbal Aggression, Healthcare Associated Infections, Patient Suicide.

RIDDOR ?

For further help please contact NHS Health and Safety Team:

tay.safety@nhs.scot

[CLICK HERE for RIDDOR Guidance](#)

[Take note of the RIDDOR Ref No and download the HSE generated RIDDOR report to your PC, prior to leaving the HSE website. Ref No to be inserted into the box below and HSE RIDDOR Record form uploaded to the DATIX, please use documents section on Datix to upload your RIDDOR Record form.](#)

**Business Continuity Plan**

Did this event require the department's/service's Business Continuity Plan to be invoked?

**Review**

Type of Review Required (WHITE)

[Click here to upload documents](#)

Created	Type	Description	ID
20/10/2020	Policy	Standard Operating Procedure	<input type="text" value=""/>

**Event Approval**

[For 2222 Calls please ensure you complete all the screening fields above and complete the report as soon as possible](#)

Current approval status

Date Complete

**Lessons Learned and Actions Taken**

[The reporter of the event will receive an automatic email from the system containing the information you enter in these fields when the event is complete](#)

Lessons Learned   
Please summarise lessons learned from review or team discussion

Actions Taken  
List any agreed actions from review or team discussion

[Click here to add progress notes](#)

No progress notes.

**Notifications**

Recipient Name	Recipient E-mail	Date/Time	Contact ID	Telephone Number	Job title
<input type="text" value=""/>	<input type="text" value=""/> @nhs.net	08/10/2020 14:57:29	<input type="text" value=""/>		Consultant Anaesthetist,

					Anaesthetic Dept, NW
		@nhs.net	08/10/2020 14:57:24		Charge Nurse, Minor Procedure Unit/Theatres, SRTC

Click here to send an email

[RIGHT CLICK HERE AND SELECT OPEN IN NEW TAB TO CHECK YOUR EMAIL ADDRESS IN STAFFNET DIRECTORY](#)

Recipients

Message

Message history				
Date/Time	Sender	Recipient	Body of Message	Attachments
No messages				

Click here to link records

No Linked Records.

Click here to assign actions for this record

No actions