# Incident and Adverse Event Reporting Form

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| **Date of incident:** | **Time:** |
| **Describe the incident or adverse event and who was involved (if patient, include their DOB):** |
| **What action(s) were taken at the time of the event to minimise harm or loss?** |
| **Name and role of person completing this section:** |
| **Signature:**  | **Date:** |
| **PERSON INVESTIGATING THE INCIDENT OR ADVERSE EVENT COMPLETES THE FOLLOWING SECTION** |
| **Analysis of the incident or adverse event:** |
| **Action taken:** | **By whom:** | **Date:** |
| **External reporting:** | **By whom:** | **Date:** |
| **REVIEW** |
| **Presented at practice management meeting:** | **Date:** |
| **Review findings:** |