

Serious Incident
Action Plan

SC

Safeguard Reference – 38134

ACTION	LEAD OFFICER	FORECAST DATE	DATE COMPLETE
The alert card held at the front of the clinical notes is to be completed for all service users. Staff to be reminded to complete.	A Blofield, Nurse Consultant / Associate Clinical Director	30.11.2011	Urgent Safety Alert Notice sent 11.11.2011
Meeting to be held with key members of the team to discuss the need to include any planned interventions that were considered to be part of risk management should be explicitly documented in the risk management or relapse plan rather than in separate documents.	A Blofield, Nurse Consultant / Associate Clinical Director	30.11.2011	17.11.2011