**Falls Incident Reporting**

**Help Sheet**

It is important to include as much information as possible when documenting a fall so that the reasons why the fall happened can be identified. It may not be possible to work out why the fall happened at the time, but if someone falls more than once and each fall is recorded in detail, a pattern can emerge which will enable measures to be put in place to manage falls in the future. This sheet has been created to help you when completing an incident report after a fall.

**Things to include when reporting a fall:**

1. Time and Date
2. Location of fall
3. Did you witness the accident or did you find the person on the floor?
4. What position did you find the person in? E.g. Found lying on back, or found on knees on floor
5. What objects were they near? E.g. Found with head near top of bed and feet near armchair
6. If they have a walking aid, where was this at the time of the accident?
7. Do they remember what happened? What do they think may have happened?
8. Were there any witnesses? What did they see?
9. Were any injuries sustained from the fall? If so, what were the injuries and where were they? E.g. Small cut to left side of forehead above eyebrow.
10. What happened following the fall? How did the person get up? Were any services contacted? E.g. GP, 999, 111, admitted to hospital.