**Special Incident Report**

(this shall be submitted within 3 calendar days, including public holiday(s), after the incident)

Note: please tick as appropriate and submit the supplementary sheet/a customised report with relevant information together with this form.

|  |  |
| --- | --- |
| **To:** | **Licensing Office of Residential Care Homes for the Elderly (LORCHE)** **of the Social Welfare Department (Note 1)** **(Fax no.: 3106 3058/2574 4176 and email: lorcheenq@swd.gov.hk)****(Enquiry no.: 2834 7414/3184 0729)** |
|  | [Attn: |  | (Name of inspector)] |

|  |  |
| --- | --- |
| Name of RCHE |  |
| Name of home manager |  | Contact no. |  |
| Date of incident |  |  |  |

**Type of Special Incident**

|  |  |  |
| --- | --- | --- |
| **(1)** | **Unusual death/repeated injuries of a resident; or other incident resulting in death/serious injury of a resident** |  |
|  | [ ] incident happened in the RCHE and the resident concerned was sent to hospital for treatment/ died after being taken to hospital |  |
|  | [ ] please specify: |  |  |
|  | [ ] the resident committed/attempted suicide in the RCHE and was sent to hospital for treatment/ died after being taken to hospital |  |
|  | [ ] other unusual death/injury, please specify: |  |  |
|  | [ ] receiving a summons issued by the Coroner’s Court to attend the inquest to give evidence (please attach a copy of the summons and provide details on the supplementary sheet) |  |
|  |  |  |  |
| (a) | [ ] has not/[ ] has reported the case to the police |  |  |
|  | reporting date and reference no.: |  |  |
| (b) | police inspection date and time (if applicable): |  |  |
|  |  |  |
| **(2)** | **Missing of a resident requiring police assistance** |  |
|  | [ ] the resident left the RCHE unnoticed[ ] the resident was found missing during activities outside the RCHE |  |
| [ ] during home leave [ ] going out on his/her own [ ] during activities organised by the RCHE |
|  | date of reporting to the police and reference no.: |  |  |
|  |  |  |  |
| (a) | [ ] resident was found on |  | (dd/mm/yyyy) |  |
| [ ] resident is not yet found and has been missing for |  | days since the missing day |
| (b) | please specify the medical history of resident: |  |  |
|  |  |  |
| **(3**) | **Established/suspected abuse or infringement of a resident** |  |
|  | [ ] physical abuse[ ] financial abuse | [ ] psychological abuse (Note 2)[ ] abandonment | [ ] neglect[ ] sexual abuse/indecent assault |  |
|  | [ ] others (please specify: |  | ) |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (a) | [ ]  established case | [ ]  suspected case |  |
| (b) | identity of abuser/suspected abuser/perpetrator[ ] staff [ ] resident [ ] visitor |  |
|  | [ ] others (please specify: |  | ) |  |
| (c) | [ ] has/[ ] has not referred to social worker |  |
|  | please specify the referral date and respective service unit if referral is made: |  |
|  |  |  |
| (d) | [ ] has/[ ] has not reported the case to police |  |
|  | reporting date and reference no.: |  |  |
|  |  |  |
| **(4**) | **Dispute in the RCHE requiring police assistance** |  |
|  | [ ] between residents | [ ] between resident(s) and staff | [ ] between resident(s) and visitor(s) |  |
|  | [ ] between staff | [ ] between staff and visitor(s) | [ ] between visitors |  |
|  | [ ] others (please specify: |  | ) |  |
|  | date of reporting to police and reference no.: |  |  |
|  |  |  |
| **(5**) | **Serious medical/drug incident (Medication Risk Management Report shall be submitted at the same time)** |  |
|  | [ ] resident(s) is/are admitted to hospital for examination or treatment after taking wrong drug(s)[ ] resident(s) is/are admitted to hospital for examination or treatment after missing a dose or an overdose[ ] resident(s) is/are admitted to hospital for examination or treatment after taking proprietary/non-prescription drug(s) |  |
|  | [ ] others (please specify: |  | ) |  |
|  |  |  |
| **(6**) | **Other special incidents affecting the operation of the RCHE/residents** |  |
|  | [ ] suspension of power[ ] suspension of water supply | [ ] building defects or structural problems [ ] fire outbreak[ ] flood/landslip/unknown gas leakage/other natural disasters |  |
|  | [ ] others (e.g. serious incidents involving staff), please specify: |  |  |  |
|  |  |  |  |
| **(7**) | **Others (e.g. serious data breach or incidents that may draw media attention）** |  |
|  | [ ] please specify: |  |  |
|  |  |  |

**Information of the Resident and his/her Family Members/the Staff Concerned**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of resident |  | Age/Sex |  | Room and/or bed no. |  |  |
| [ ] the guardians/guarantors/family members/relatives/staff concerned/referring worker/other residents or persons involved contacted (Note 3) (One or more could be reported) |  |
| name(s) and relationship(s) |  |  |
| date and time |  |  |
| respective staff and post |  |  |
| [ ] No guardians/guarantors/family members/relatives/staff concerned/referring worker/other residents or persons involved contacted |  |
| reason(s) |  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of informant |  | Post |  |
| Name |  | Date |  |

**Note 1**

Please inform the following service units of the Social Welfare Department (SWD) at the same time if the RCHE is subvented by the SWD.

(1) Subventions Section (fax no.: 2575 5632 and email: suenq@swd.gov.hk)

(2) Elderly Branch (fax no.: 2832 2936 and email: ebenq@swd.gov.hk)

**Note 2**

Psychological abuse is the pattern of behaviour and/or attitudes towards victims of abuse that endangers or impairs their psychological health, including acts of insult, scolding, isolation, causing fear to them for a long duration, intrusion into their privacy and unnecessary restriction of their freedom of access and movement.

**Note 3**

The residents/family members/staff concerned or other parties involved should be informed of the “special incident” on the premise that personal privacy is addressed.

**Special Incident Report (Supplementary Sheet)**

(this supplementary sheet/a customised report with relevant information shall be submitted with the Special Incident Report)

|  |  |  |
| --- | --- | --- |
| Name of RCHE |  |  |
| Date of incident |  | Time of incident |  |  |
| Name of resident concerned |  | HKIC no. |  |  |
| Medical history of the resident concerned (if applicable) |  |  |
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**Details/Occurrence of the Special Incident**

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**Follow-up Actions Taken by the RCHE [including but not limited to making relevant treatment arrangements, conducting multi-disciplinary case conferences, formulating care plans for the resident(s) concerned, adopting measures to protect other residents, responding to concerns/ enquiries of outside parties (e.g. concern groups, District Councils, Legislative Council, etc.)] and/or Suggestions or Measures to Prevent the Recurrence of Similar Incidents**

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| --- | --- | --- | --- |
| Signature of informant |  | Post |  |
| Name |  | Date |  |