Falls Management Policy

Purpose

To apply best practices in the management of falls.

Scope

All falls.

Policy

All falls by Service Users, however apparently trivial, will be:

- Immediately recorded in the daily records for that Service User.
- Immediately call GP or seek medical attention if required.
- Immediately inform the office or on call.

The Manager will ensure that:

- All staff are trained to record and report all falls.
- All reports of falls will result in a review of the Care Plan and Risk Assessment
- Monthly monitoring via office operations report. The management team will try and look for trends, i.e. times within the month when falls occur, staff attending calls when falls occur etc.

Procedure

The care staff should seek medical attention if the client appears in pain or is unable to get up from the floor. They should then call the office to make them aware.

The office team will record all falls on care planner and ensure that an accident/incident form is completed by the care worker.

The care worker present will complete an accident/incident report and ensure it is taken to the relevant office within 48hours or completed electronically via Everylife PASS.

The office team will contact the GP to organise a medication and wellbeing review.

The Care Plan review must look at other risk factors and assessments to identify and assess possible reasons for falls.

Policy Review

This policy will be reviewed every 2 years.