
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Incident Reports
ORIGINAL DATE: July, 2006	POLICY AREA: Documentation
REVISION DATE: August, 2016	POLICY NO: LA – 3.2
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Policy

The Rainy River District Social Services Administration Board (RRDSSAB) ensures that the details of an incident or occurrence are recorded in an organized and detailed manner, according to the following:

- a) *Land Ambulance Service Certification Standards*, as amended;
- b) *Ontario Ambulance Documentation Standards*, as amended; and
- c) *Ministry of Health and Long-Term Care (MoHLTC) Investigation Protocol*, as amended.

A *Land Ambulance Incident Report* is completed by the involved Land Ambulance personnel whenever:

1. A complaint relating to the Land Ambulance Service is received by the RRDSSAB; or
2. An investigation is carried out by the RRDSSAB or under the RRDSSAB's authority; or
3. There is an unusual occurrence, including:
 - a) an unusual response or service delay;
 - b) a delay in accessing a patient;
 - c) an excessive amount of time on scene that may have negatively impacted the provision of patient care;
 - d) equipment deficiencies (malfunctions or failures) which had an affect on patient care or a patient's outcome;
 - e) any circumstances that resulted in harm to a patient, Land or Air Ambulance crew members, or an Ambulance or Emergency Response

Vehicle;

- f) any circumstance which resulted in a risk to, or endangerment of the safety of a patient, Land or Air Ambulance crew members, or other person being transported in an Ambulance or Emergency Response Vehicle;
- g) after completing a Code 5 or Code 6 call, after assessing any patient who meets the requirements for a *Do Not Resuscitate Policy* or who meets the criteria of being *Obviously Dead*;
- h) a scene situation that represents a suspected or actual criminal circumstance or event; and/or
- i) the patient is *Vital Signs Absent* or becomes *Vital Signs Absent*, while in the care of a Paramedic.

Procedure

1. A *Land Ambulance Incident Report* is completed as soon after the incident as possible and always prior to the end of the shift. Electronic Incident reports are available as a component of iMedic and should be utilized prior to use of a paper report. Additional information, i.e. pictures may be provided on paper as a separate document and should at minimum include, call number, date and patient name.
2. The patient care provider(s) who assessed, rendered care or participated in the call, completes the *Land Ambulance Incident Report*, per the *Ontario Ambulance Documentation Standards*, as amended.
3. Each employee or individual who participated in the call must sign the Report.
4. *Land Ambulance Incident Reports* identified under a) to f) above are required to be forwarded to the MoHLTC Field office by the Chief of Paramedic Services(PS), or designate, as soon as possible following its completion. Incident reports prepared under g) to i) will only be forwarded as directed by the Chief of PS or designate.
5. In the event that an employee is injured, an *Employee Incident Report* will be completed, per *Policy HS-4.0 Injury/Incident Reporting*. In addition, if the injury is a result of a needle stick or exposure to blood & body fluids, the employee will complete an *Exposure Report*.
6. *Land Ambulance Incident Reports* are retained for a period of five (5) years, per *Policy LA-1.3: Retention of Records*.