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Taffs Well, Cardiff CF15 7RR
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Incident Report

Date	
Time	
Name of Service User	
Name of Carer	

*delete as required

Have you informed Manager?	Yes*	No*
Has the family been notified?	Yes*	No*

Explain the circumstances of the incident

Was there a need for an ambulance?	Yes*	No*
If yes what happened?		
Have the police been notified?	Yes*	No*
If yes what happened?		

This incident must be reported to the relevant people as quickly as possible. The first contact must be made with the office. We will then inform the next of kin if the police or ambulance service have not already done so.

A copy of the incident report must be made immediately and stored in the office as soon as possible. DO NOT LEAVE THE REPORT AT THE INCIDENT LOCATION.

Contact Archgate Care Services on one of the following numbers:
07792928460 – out of hours (David Pearce)
07977151976 – out of hours (Liz Pearce)
02920 810575 – office hours