

*As well as logging a DATIX report, documentation in the health record is integral and must include:*

- **Date/time** of the incident and a summary of clinician discussions with the patient and/or family/carer.
- **Name** of the person discussing the incident with the patient, along with professional grade.
- **Details** of the incident.
- **Actions** taken at the time of the incident and on-going actions where appropriate.
- **Outcomes** of any interventions and any further discussions.



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