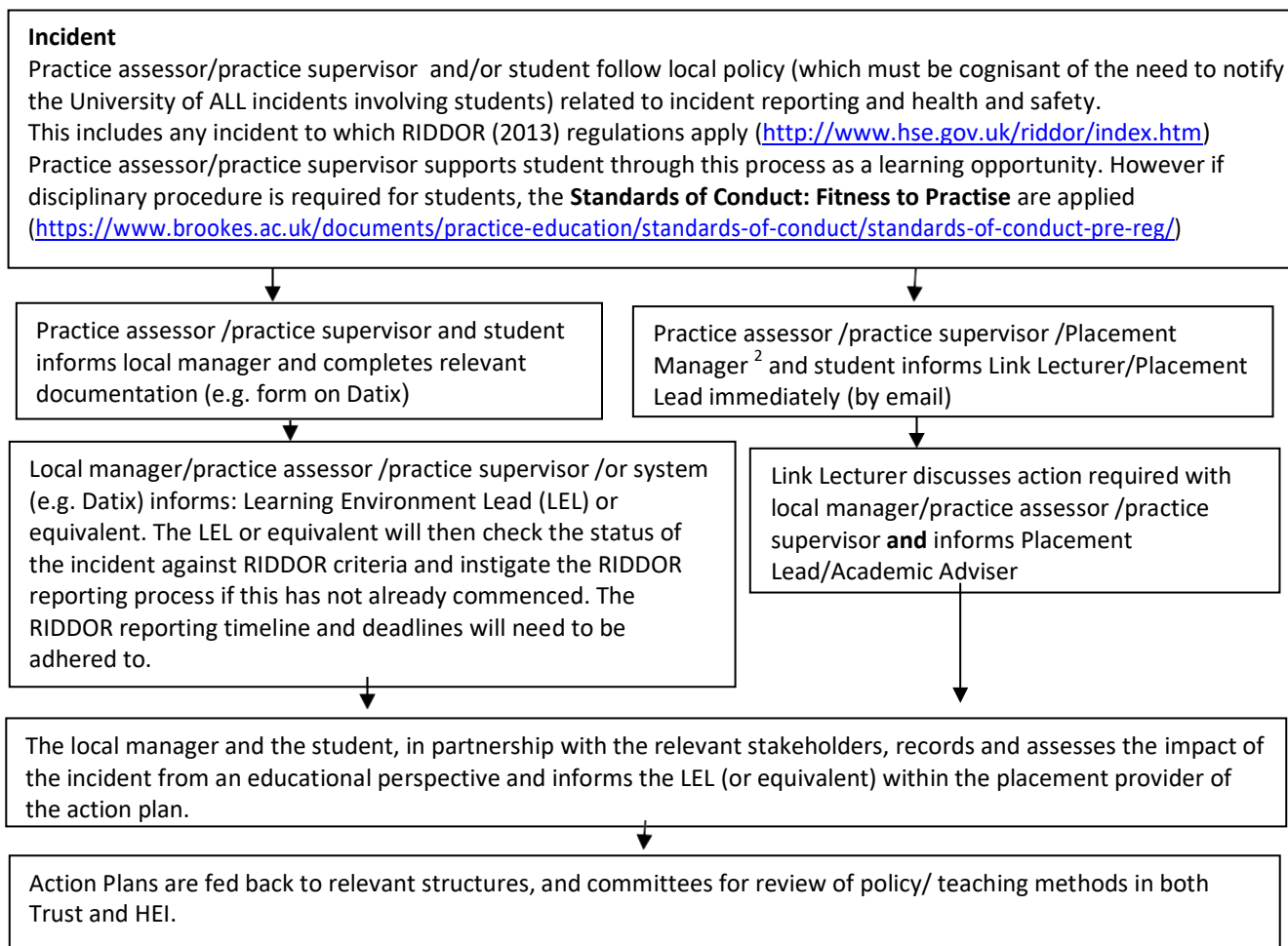


**Principles to follow if a pre registration<sup>1</sup> student is involved in an incident whilst on an NHS Trust provided practice placement.**

The flow chart outlines the process that staff who support student placements shall follow if a student on a practice placement is involved in an incident or adverse event. This process is in addition to any placement provider governance and incident reporting mechanisms.

**N.B. The Practice Placement Agreement (PPA) between the HEI and placement provider stipulates that it is the host organisations responsibility to inform the University of any Incident. This ensures student, staff and patient safety.**



**Timings** for the above reporting processes will comply with the timings of each placement provider policy relating to incident reporting. There are strict timings for RIDDOR reporting which must be adhered to you can find these: [HERE](#)

**Information Governance:** Incident Forms will be kept securely and a record of the incident report number should be kept in line with the placement provider policy.

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<sup>1</sup>Pre-registration health care students at Oxford Brookes University

<sup>2</sup>The Practice Placement Agreement (PPA) requires the Trust to inform the university so this cannot be left to student alone to report