

FOI 3087

28th May 2025

---

**FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST**

---

**Which individuals can make a Serious Adverse Incident referral? Do they have to be Trust employees or can members of the public.**

**Response:**

In line with the Procedure for the Reporting and Follow up of Serious Adverse Incidents (SAI), any adverse incident that meets the criteria of an SAI should be reported by the relevant Trust to the SPPG. Employees within the Trust are the only people who can submit an SAI notification to the SPPG.

There may be occasions when a complaint received by the Trust from a member of the public leads to the reporting of an SAI.

**What is the threshold for a Serious Adverse Incident referral?**

**Response:**

Any adverse incident which meets one or more of the following criteria should be reported as an SAI.

- serious injury to, or the unexpected/unexplained death of:
  - a service user, (including a Looked After Child or a child whose name is on the Child Protection Register and those events which should be reviewed through a significant event audit)
  - a staff member in the course of their work
  - a member of the public whilst visiting a HSC facility
- unexpected serious risk to a service user and/or staff member and/or member of the public
- unexpected or significant threat to provide service and/or maintain business continuity
- serious self-harm or serious assault (including attempted suicide, homicide and sexual assaults) by a service user, a member of staff or a member of the public within any healthcare facility providing a commissioned service
- serious self-harm or serious assault (including homicide and sexual assaults)
  - on other service users,
  - on staff or
  - on members of the public

by a service user in the community who has a mental illness or disorder (as defined within the Mental Health (NI) Order 1986) and/or known to/referred to mental health and related

services (including CAMHS, psychiatry of old age or leaving and aftercare services) and/or learning disability services, in the 12 months prior to the incident

- suspected suicide of a service user who has a mental illness or disorder (as defined within the Mental Health (NI) Order 1986) and/or known to/referred to mental health and related services (including CAMHS, psychiatry of old age or leaving and aftercare services) and/or learning disability services, in the 12 months prior to the incident
- serious incidents of public interest or concern relating to:
  - any of the criteria above
  - theft, fraud, information breaches or data losses
  - a member of HSC staff or independent practitioner.

Email: [Foi.Team@Southerntrust.hscni.net](mailto:Foi.Team@Southerntrust.hscni.net)