

## Policy for the Prevention and Management of Patient Slips, Trips and Falls

*Please be aware that this printed version of the Policy may NOT be the latest version. Staff are reminded that they should always refer to the Intranet for the latest version.*

Purpose of Agreement	<p>To reduce as far as practicable the risk of slips, trips and falls for patients within Solent NHS Trust.</p> <p>To ensure that patients under the care of Solent NHS Trust who are at risk of falling are identified and receive timely evidence-based assessments and interventions to reduce or manage their risk of falling in accordance with current national guidance.</p>
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## **SUMMARY OF POLICY**

The purpose of this Policy is to reduce, as far as practicable, the risk of slips, trips and falls for patients within Solent NHS Trust.

Patients at risk of falling in hospital should receive a Multifactorial Falls Risk Assessment, which results in an individualised multifactorial falls prevention care and intervention plan. The Policy details the requirements for this.

Patients who are at higher risk of falling and who are in contact with any Solent NHS Trust Healthcare professional should be asked routinely whether they have fallen in the last year, and asked about the frequency, context and characteristics of the fall/s. Patients with a history of falling should then be offered a Multifactorial Falls Risk Assessment as part of an individualised, multifactorial intervention. The Policy details the requirements for this.

If a patient falls in an inpatient setting, the Post-Fall Protocol must be followed, and the Post-Fall Checklist must be completed. This includes completion of Neurological Observations when indicated. Staff in community settings who have come across a fallen patient must follow the Community Post-Fall Protocol as agreed for their service. Staff must report the fall in accordance with Solent NHS Trust Reporting of Incidents Policy.

The Solent NHS Trust Quality and Risk Team will hold an incident review meeting for moderate injury or above as a result of a fall. This would commission either a High Risk Incident or a Serious Incident. Trends for falls incidents will be reviewed at Service Line Governance meetings and any trends shared at local Governance meetings.

Falls Champions/Links from each clinical area will assist the Falls Lead in the delivery of this policy.

All Solent NHS Trust staff dealing with patients known to be at risk of falling should develop basic professional competencies in falls assessment and prevention. Local induction will provide staff with information and guidance on completing the falls risk assessment, falls care pathways, and post-falls management processes appropriate to their area. Staff will also complete the national NHS falls e-learning annually, and attend local, service-specific Falls Training when offered. All training will be recorded via the Learning and Development Compliance Matrix.

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## 1. INTRODUCTION AND PURPOSE

1.1 Slips, trips and falls are a potential cause of injury for patients. The physical, psychological and financial costs associated with falls and their injuries make it a priority for Solent NHS Trust to reduce the risk of patients falling while under our care.

1.2 The purpose of this policy is to:

- Raise awareness of slip, trip and fall injuries to predominantly **adult patients** in our care and this includes **falls from heights** e.g. beds, chairs, etc.
- Ensure appropriate falls risk assessments are undertaken and acted upon
- Reduce the level of harm sustained from any fall that does occur
- Clarify to staff the processes to follow if a patient does sustain a fall whilst in the presence of Solent NHS Trust staff, whether on Trust premises or in the community
- Identify the training the organisation will provide to its staff
- Outline how the organisation will monitor compliance with this policy
- Outline how the organisation plans to monitor the success of its falls prevention measures overall.

1.3 In addition to reducing the risk to patients of a Slip, Trip or Fall whilst on Solent NHS Trust premises or under our care, it is also a priority for Solent NHS Trust to have appropriate falls assessment and management procedures in place so that older people who have been referred to Solent NHS Trust following a fall or fall-related injury have their on-going risk of falling reduced or appropriately managed.

1.4 Staff also have a responsibility to identify and report any environmental hazards which pose a risk of fall to any person on Trust premises. Any potential hazards noted should be escalated to the member of staff's line manager.

## 2. SCOPE AND DEFINITIONS

2.1 This policy applies to all directly and indirectly employed staff and other persons working within Solent NHS Trust in line with Solent NHS Trust's Equal Opportunities Policy.

2.2 Solent NHS Trust is committed to the principles of equality and diversity and will strive to eliminate unlawful discrimination in all its forms. We will strive towards demonstrating fairness and equal opportunities for users of services, carers and all staff groups.

2.3 This policy applies predominately to older people or adults with physical and mental health conditions. However, the principles will also pertain appropriately to paediatrics and young people in terms of the need to complete falls risk assessments, document them and act on them.

2.4 The following definitions apply:

**Slip:** A slip is to lose one's footing and slide unintentionally for a short distance, causing the person to lose their balance, this is either corrected or causes a person to fall. (Oxford English Dictionary, 2017).

**Trip:** A trip is to catch one's foot on something and accidentally stumble or fall, often over an obstacle, causing the person to lose their balance. This is either corrected or causes the person to fall (Oxford English Dictionary, 2017).

**Fall:** A fall is defined as an event whereby an individual unexpectedly comes to rest on the ground or another lower level (World Health Organisation, 2016). This includes **falls from height** e.g. beds, chairs or other equipment being used in the course of routine patient care.

**A Multifactorial Falls Risk Assessment:** An in-depth and possibly on-going process of identifying falls risk factors that can be treated, managed or improved during the individual patient's hospital stay, with the aim of reducing the patient's risk of falling in hospital.

2.5 Abbreviations used within the policy are explained in the glossary preceding the appendices.

### 3. PROCESS / REQUIREMENTS

#### 3.1 Multifactorial Falls Risk Assessment and Interventions - Inpatients

3.1.1 It is essential that the inpatient environment (including flooring, lighting, furniture and fittings such as hand holds) that could affect patients' risk of falling is systematically identified and corrective action is taken.

3.1.2 A Multifactorial Falls Risk Assessment should be undertaken for the following groups of inpatients:

- all patients aged 65 years or older
- patients who are under 65 who are judged by a clinician to be at higher risk of falling because of an underlying condition, or who have a history of previous falls.

The process for completing the inpatient Multifactorial Falls Risk Assessment is in **Appendix A**.

3.1.3 An initial assessment of the patient's falls risk will be completed within the first 8 hours of admission, including initial care planning if needed, and a plan for completion of a more comprehensive falls risk assessment if required.

3.1.4 Where it has been determined that a patient has fallen in the last year, whether during this admission or not, then a full history of the patient's falls must be taken. A history of falls in the past year is the single most important risk factor for falls and is a predictor of further falls. Taking this history may not be possible within the first 8 hours after admission, but it must happen as soon as is clinically appropriate. If it is not possible to gain this history, within the agreed timeframe, then the reason for this must be recorded.

3.1.5 The multifactorial falls risk assessment should result in an individualised multifactorial Inpatient Falls Prevention Care and Intervention Plan. See **Appendices A & B** for further details

#### 3.2 Multifactorial Falls Risk Assessment and Interventions - Community Settings

- 3.2.1 Patients in contact with Solent NHS Trust healthcare professionals should be asked routinely whether they have fallen in the past year and asked about the frequency, context and characteristics of the fall/s.
- 3.2.2 Patients reporting a fall or considered at risk of falling will have an initial assessment of immediate risks to their safety and should be referred to an appropriate professional who will assess the patient for balance and gait deficits and considered for their ability to benefit from interventions to improve strength and balance.
- 3.2.3 Patients who present to Solent NHS Trust for medical attention
- because of a fall, or
  - report recurrent falls in the past year, or
  - demonstrate abnormalities of gait and/or balance
- should be offered a multifactorial falls risk assessment. This assessment should be performed by a healthcare professional with appropriate skills and experience. This assessment should be part of an individualised, multifactorial intervention. See Appendix C for details.
- 3.2.4 Overall risk of falls and frequency of falls should have an overview by senior clinical staff who should work to develop localised falls care plans and note number of falls clearly on CRS.

### **3.3 Immediate Management of Patients Who Have Just Fallen – Inpatient and Community Settings.**

#### **3.3.1 Post Fall Protocol (Inpatients)**

- 3.3.1.1 All inpatient staff within the organisation must follow the Solent inpatient post fall protocol. This protocol includes all elements included in NPSA RRR/2011/RRR001 (see Appendices D & E).
- 3.3.1.2 All inpatient units must have laminated copies of this post fall protocol displayed clearly.
- 3.3.1.3 This post fall protocol and the completion of the post fall check list (see Appendix F) must be included in the local induction of all clinical staff by their line manager.
- 3.3.1.4 Staff in inpatient settings who have come across a fallen patient must seek help from appropriately trained colleagues if they do not feel confident themselves in handling any aspect of the situation
- 3.3.1.5 Staff in inpatient settings must report the fall in accordance with Solent NHS Trust Reporting of Incidents Policy
- 3.3.1.6 Following a patient falling nursing staff in inpatient settings must review why that patient has fallen involving all relevant multidisciplinary team members and must take action to prevent the patient falling again. This process must be clearly documented in the patient record.
- 3.3.1.7 Should the individual fall 3 or more times despite appropriate measures being taken to reduce their falls risk, then the case should be escalated for further expert review of why that patient is falling. This may involve requesting the opinion of relevant expert therapists, nurses or medical staff attached to the unit or the Falls Lead as appropriate. The inpatient Falls Link/Champion for that area must be made aware and may take a lead role, in conjunction

with the clinical manager of the unit, in ensuring that all possible measures have been taken.

3.3.1.8 Staff should have access to appropriate equipment to assist patients safely up from the floor and that moving and handling training content enables staff to get patients safely up from the floor.

### 3.3.2 **Post Fall Protocol (Community)**

3.3.2.1 Although there are no national guidelines for managing a patient who has fallen in a community setting, staff in community settings (e.g. a patient's own home) who have come across a fallen patient must assess the patient according to the Community Post-fall protocol, as agreed for their service/locality (see example **Appendices G & H**). If there are any "Red Flags" indicating possible head injury, spinal injury, limb fracture or significant other injury (e.g. haemorrhage, large skin tears or lacerations), then the staff must call an ambulance.

3.3.2.2 Staff in community settings must report the fall in accordance with Solent NHS Trust Reporting of Incidents Policy.

## 3.4 **Reporting and Responding to Falls Incidents**

### 3.4.1 **Service Level Reporting of Falls Incidents**

3.4.1.1 All falls or near misses must be reported using the Solent NHS Trust Incident reporting mechanisms as outlined in the Reporting of Incidents Policy. See **Appendix I**, Patient falls reporting checklist.

3.4.1.2 The Solent NHS Trust Quality and Risk Team will hold incident review meetings for moderate injury as a result of a fall. This would commission either a Harm Requiring Investigation or a Serious Incident. Services have the responsibility to implement the actions that result from the investigation.

3.4.1.3 Modern matrons are responsible for reviewing adverse incidents relating to falls that occur in their inpatient area on the electronic adverse incident reporting. Investigating Officers perform root cause analysis for falls resulting in moderate to severe harm or death. Action plans will be developed and monitored from the investigations of Serious Incidents or Harm Requiring Investigation.

The Governance Leads, Modern Matrons and Team Managers will feedback to Inpatient Falls Links and Community Teams where there is evidence that reporting detail is suboptimal.

### 3.4.2 **Higher Organisational Reporting of Falls Incidents.**

3.4.2.1 The Quality and Risk team will provide data on the number of falls and the severity of the falls per clinical area. The Clinical Governance Leads will analyse the data. This will include identifying the repeated fallers. This will be completed monthly. These figures will be presented both as actual numbers and presented as a rate per 1000 occupied bed days. A narrative analysis of the figures will be completed by the Clinical Governance Leads, to assist with interpretation. Data will be pulled within the Quality and Risk team by the data analyst. Falls will also be monitored via the Safety Thermometer.

3.4.2.2 Falls resulting in moderate, major or catastrophic harm according to the Solent NHS Trust adverse event forms will be investigated as Serious Incidents (SIs) and reported at SIRI panel and relevant action plans will be monitored via the Service Line Governance process.

### 3.4.3 Feedback On Falls Incidents to Inpatient Areas

3.4.3.1 Trends for falls incidents are reviewed at Senior Line Governance Meetings.

3.4.3.2 Any trends for falls incidents are then shared at local Governance Meetings.

## 3.5 Raising Awareness about Slips, Trips and Falls

### 3.5.1 Raising Staff Awareness about Slips, Trips and Falls.

3.5.1.1 Managers of staff working with adults in community or inpatient settings must raise awareness during local induction about this policy. They must ensure that **new staff**:

- Are aware of this policy and local documentation and procedures relating to Slips, Trips and Falls pertaining to their area of work
- Complete the on-line Falls Training as outlined in section 5.

3.5.1.2 Managers of patient areas must ensure that updates to this policy are highlighted to **existing staff**.

### 3.5.2 Raising Public Awareness about Slips, Trips and Falls

3.5.2.1 Solent NHS Trust recognises it has some responsibility to make reasonable efforts to promote appropriate public health awareness messages around issues affecting the health of the local population which it serves.

3.5.3.2 The Solent NHS Trust Falls Lead will work with other local statutory and voluntary agencies to raise general public awareness about the importance of falls prevention for the older population through local falls awareness events and campaigns where possible.

## 4. ROLES AND RESPONSIBILITIES

4.1 The **Chief Executive Officer** has overall responsibility for Health and Safety in Solent NHS Trust. The Chief Executive Officer has delegated responsibility to the Chief Nurse to act on their behalf to ensure structures are in place to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, patients and others affected by the Solent NHS Trust's undertakings. This will, in part, be achieved by ensuring this policy on slip trip and falls management is implemented in all clinical areas throughout Solent NHS Trust.

### 4.2. Solent NHS Trust has a responsibility to:

- Ensure care is delivered in a context of continuous quality improvement and that implementation of this policy is subject to regular feedback and audit
- Provide all staff involved in the implementation of this policy and the care of patients, with appropriate education and training
- Ensure staffing levels and skill mix reflect the needs of patients and priority should be

given to the provision and allocation of resources for this.

**4.3 The Quality and Risk Team has a responsibility to:**

- Co-ordinate the Serious Incident reporting process around falls incidents
- Provide data to services to enable them to analyse reported incidents
- Monitor completion of action plans as a result of a falls incident resulting in significant harm or in significant volumes being raised
- Provide reports on falls related incidents as requested.

**4.4 The Health and Safety team have a responsibility to:**

- Monitor, appropriately, incidents relating to slips/trips/and falls
- Report to external agencies if required.

**4.5 Local Service Managers/Clinical Leads have the following responsibilities:**

- Ensure all relevant patients are assessed for the risk of falling in accordance with local protocol
- Be aware of and comply with this policy
- Ensure new staff receive induction training as per section 3.5.1
- Ensure staff complete falls e-learning (two hours) as required, and attend the relevant training regarding slips and falls update training
- Monitor incidents or near misses of slips trips and falls, ensuring that any falls are reported on the Trust Adverse Event Report (AER) form
- Ensure that where staff are managing adults who are at risk of falling that there is documented evidence that this policy has been highlighted to those staff at induction, or for existing staff, immediately after policy introduction.
- When an incident is linked to moving and handling, and has affected a staff member, the line manager will inform the Occupational Health Team, if applicable, to support returning back to work
- Nominate an appropriate member of staff to act as Falls link/Champion
- Support meetings for the Falls Links/Champions, to be arranged by the Falls Lead

**4.6 Additionally, Managers of Patient Areas must:**

- Maintain safe staffing levels and adequate cover in ward/department at all times, especially at times of high risk of falling and report deficits using safer staffing reporting processes.

- Ensure that the appropriate Falls Protocol is followed for patients admitted to the ward/service and support staff at ward level to facilitate the process

4.7 All **Clinical Staff** with responsibility for treating adults must:

- Complete the national NHS falls e-learning annually
- Undertake falls training at local induction
- Adhere to the processes set out in this policy that apply to their clinical area.

4.8 All **Solent NHS Trust employees (including Bank Staff, Volunteers and NHS professionals) have a responsibility to:**

- Complete the relevant national NHS falls e-learning
- Be aware of, and comply with this policy and local protocol regarding slips, trips and falls
- Be aware of the risk of slips, trips and falls to themselves, colleagues and any patients within their care
- Report adverse events, near misses and concerns promptly in line with the Solent NHS Trust Incident Reporting Policy
- Undertake falls risk assessment appropriate to their area of responsibility

4.9 All **Falls Links/Lead/Champions** must:

- Complete the relevant national NHS falls e-learning annually
- Encourage and support staff in their service/locality to complete the relevant national NHS falls e-learning annually.
- Act as a link and a specialist resource for staff within their area in matters pertaining to falls prevention
- Attend Falls Update Training sessions with the Falls Thematic Lead as appropriate, identifying and highlighting any areas of specific training need, and for peer support and development led by the Solent Falls Thematic Lead
- Deliver agreed cascade falls update training to their service/locality, as and when required

4.10 All Falls Link staff must ensure that new staff are trained in:

- how to respond correctly to any patient falls in accordance with guidance, to include completion of the post-fall checklist and neurological observations, plus

- how to report falls in accordance with Patient Safety Federation guidance on reporting falls (2010) and local electronic reporting procedures (AER).
- Training in the management of the fallen patient will be clearly documented, and monitored.

**4.11 All staff conducting falls prevention training (primarily Solent NHS Falls Champions/Leads/Links) should:**

- Keep a record of who attends training
- Forward that record to Learning and Development to for recording and monitoring.

**4.12 Learning and Development have responsibility to:**

- Ensure all falls training is recorded on Oracle Learning Management System
- Report staff compliance with falls training to the Falls Lead and Governance Leads.

**4.13 The Estates Department has the responsibility to:**

- Follow the appropriate procedure with regards to Slips Trips and Falls (Premises)

**4.14 The Falls Thematic Lead has the responsibility to:**

- Arrange peer support and development meetings for Falls Links/Champions
- Arrange falls update training for Falls Links/Champions as relevant new national guidelines and/or standards are published
- Define the agreed falls update cascade training that the Falls Links/Champions will deliver
- Support the Falls Links/Champions with falls audits
- Undertake professional development relevant to the role
- Report monthly numbers of patients referred to South Central Ambulance with falls and repeat falls
- Facilitate falls assessments for patients attending hospital with fragility fractures, via the Southampton Fracture Liaison Service pathway, Appendix K)
- work with other local statutory and voluntary agencies to raise general public awareness about the importance of falls prevention for the older population through local falls awareness events and campaigns where possible

**5. TRAINING**

- 5.1 All healthcare professionals caring for with patients known to be at risk of falling should undertake appropriate training in falls assessment and prevention.
- 5.2 At local induction all clinical staff will receive information and guidance on completing the falls risk assessment and falls care pathways and processes appropriate to their area.
- 5.3 All clinical staff working with patients aged 65 years or older, or those patients aged 50 to 65 years who are judged to be at higher risk of falling because of an underlying condition, either as inpatients or in community settings must:
  - Be offered locality/service specific Falls Training at Induction, by the Falls Link/Champion or Service Manager, which should include
    - Falls risk assessment training
    - Falls prevention training
    - Training in the management of the fallen patient. This will need to include the use of specialist equipment in areas where the organisation has deemed it appropriate to provide it
    - Incident reporting training
  - Complete the national NHS falls e-learning:
    - 000 Preventing Falls in Hospitals (for nursing & therapy staff)
    - 000 CareFall: Reducing inpatient falls risk factors and post fall management (medical staff & senior nursing staff/ward managers).
    - Falls e-learning should be completed annually.

These staff should also attend local, service-specific Falls Training, when offered. These sessions will focus on updates to evidence and service/locality specific issues. All such training will be clearly documented. The training sessions will be delivered as cascade training by locality Falls Links/Champions/Leads, following receipt of training from the Trust's Falls Thematic Lead.

- 5.4 All training will be recorded via the Learning and Development compliance matrix. Face to face falls update training will be reported to Learning & Development, and will also be recorded on the Compliance Matrix.

## **6. EQUALITY AND DIVERSITY AND MENTAL CAPACITY ACT**

- 6.1 Patients must be fully involved in assessments and interventions made relating to their falls risk, unless a formal Mental Capacity Assessment has taken place which indicates that they are not able to make decisions regarding interventions to modify their falls risk. In this circumstance this mental capacity assessment must be documented and actions taken in the patient's best interest, as per the Deprivation of Liberty and Mental Capacity Act Policy.
- 6.2 Where an individual has been advised that a given intervention is deemed necessary to reduce their falls risk and they have declined to pursue this then this must be respected where it has been assessed that the individual has capacity to make that decision. This must be clearly documented in the patient record, including discussions held with the patient regarding the consequences of declining intervention(s).

- 6.3 A thorough and systematic assessment of this policy has been undertaken in accordance with the Trust's Policy on Equality and Human Rights. The impact assessment found that the implementation of and compliance with this policy has no impact on any Trust employee on the grounds of age, disability, gender, race, faith, or sexual orientation and is included as **Appendix J**.

## **7. SUCCESS CRITERIA / MONITORING THE EFFECTIVENESS OF THE DOCUMENT**

7.1 Monitoring of this policy will be

- via the incident reporting system,
- via investigation of falls incidents reported as moderate or higher harm
- by recommended audit of both falls assessments and interventions, and by use of post-falls protocols, as per each Service Lines' annual audit plan.

Outcomes of this monitoring will be fed back to staff via the Falls Links and Governance processes.

7.2 It is the responsibility of the manager in each area to nominate an appropriate registered professional to act as a Falls Link/Champion.

7.3 Support meetings for Falls Links/Champions will be arranged by the Falls Lead.

7.4 Solent NHS Trust will participate in National Falls and Bone Health Audits and this policy will be updated where it appears that there are areas of deficiency following the results of those audits.

## **8. REVIEW**

8.1 This document may be reviewed at any time at the request of either staff side or management, but will automatically be reviewed 3 years from initial approval and thereafter on a triennial basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

## **9. REFERENCES AND INFORMATION SOURCES**

### Solent Policies:

- Reporting of adverse incidents
- Investigations Policy
- Serious Incidents Policy
- Deprivation of Liberty Standards and Mental Capacity Act Policy

1. NICE Clinical Guideline CG161 The Assessment and Prevention of Falls in Older People 2013.
2. NPSA 'The safe use of ultra low beds' (2011)
3. NICE Clinical Guideline CG138 'Patient experience in adult NHS services: improving the experience of care for people using adult NHS services'
4. NICE Clinical Guideline CG176 'Head injury. Triage, assessment, investigation and early management of head injury in children, young people and adults (2014),
5. NICE Clinical Guideline CG146 'Osteoporosis: assessing the risk of fragility fracture (2012; updated 2017),
6. NICE Quality Standards QS86 'Falls in older people: Assessment after a fall and preventing further falls' (2015; updated 2017)

7. "What are the risks of using antidepressants together with NOACs and how should these risks be managed?" NHS UK Medicines Information Q&A 225.1 (November 2015). Available through NICE Evidence Search at [www.evidence.nhs.uk](http://www.evidence.nhs.uk)
8. "How do we assess and manage bleeding risks in patients requiring oral anticoagulation for atrial fibrillation?" UKCPA Haemostasis, Anticoagulation and Thrombosis Q&A 436.1 (July 2014). [www.evidence.nhs.uk](http://www.evidence.nhs.uk)
9. The 'How to Guide : Reducing Harm from Falls' 2009. Patient Safety First
10. Slips, Trips and Falls in Hospital, National Patient Safety Observatory 2007.
11. AGS/BGS Clinical Practice Guideline. Prevention of Falls in Older Persons. 2010
12. National Institute for Health and Clinical Excellence(NICE) Clinical Guideline 56 :Head Injury.
13. National Health Service Litigation Authority (2007) **Risk Management Standards for PCTs** London: National Health Service Litigation Authority
14. National Patient Safety Agency (2007) **Slips, Trips and Falls in Hospital** London: National Patient Safety Agency
15. Health & Safety in NHS Acute Hospital Trusts in England, NAO, 1996
16. Reducing slips and trips risk in the health services: 2 year campaign. <http://www.hse.gov.uk/slips/campaign.html> and [http://www.hse.gov.uk/foi/internalops/sectors/public/7\\_06\\_06.pdf](http://www.hse.gov.uk/foi/internalops/sectors/public/7_06_06.pdf)
17. Solent NHS Trust Learning and Development Policy
18. Solent NHS Trust Induction and Mandatory Training Policy
19. 'Guidelines for the Physiotherapy management of older people at risk of falling', AGILE: Chartered Physiotherapists working with Older People (2012)
20. 'Occupational therapy in the prevention and management of falls in adults. Practice guideline.' College of Occupational Therapists (2015)
21. HS06 Slips Trips and Falls Policy (Premises) – now made a Procedure

## Glossary

ABC	Airway, Breathing & Circulation
ACP	Anticipatory Care Plan
AGILE	Association of Chartered physiotherapists working with older people
AGS	American Geriatric Society BGSBritish Geriatric Society
BIODEX	Balance retraining platform
BM	Blood glucose monitoring
BP	Blood Pressure
CHIRFIT	Community Hospitals Identification of Risk of Falls and Intervention Tool
COT	College of Occupational Therapists
CRS	Clinical Records System
CT head	Cat scan of head
DNACPR	Do not attempt cardiopulmonary resuscitation
ECG	Echocardiogram
ELK	Easy Lifting Cushion
FLS	Fracture Liaison Service
FRAX	Fracture Risk Assessment tool
GCS	Glasgow Coma Scale
HRI	Harm requiring investigation
HSE	Health & Safety Executive
Leuc	Leucocytes
LOC	Loss of consciousness
L/S or L+S BP	Lying and standing (postural) blood pressures
MHRA	Medicines and Healthcare Products Regulatory Agency
MMSE	Mini Mental State Examination
MSU	Mid-stream Urine sample
Neuro Obs	Neurological Observations
NEWS	National Early Warning Score
NHSLA	National Health Service Litigation Authority
NICE	National Institute for Health and Clinical Excellence
Nit	Nitrates
NOK	Next of Kin
NPSA	National Patient Safety Agency
NSF	National Service Framework
OA	Osteoarthritis
Obs	Observations
OPMH	Older Person's Mental Health
OT	Occupational Therapist
PSF	Patient Safety Federation
PUH	Portsmouth University Hospitals
PVD	Peripheral Vascular Disease
RCP	Royal College of Physicians
RR/Resp rate	Respiratory rate
RRR	Rapid Response Report
Sats/SPO2	Oxygen saturation levels in the blood
SI	Serious Incident
Temp	Temperature (of body)
UTI	Urinary Tract Infection
#	Fracture

## Appendix A – The Inpatient Multifactorial Falls Risk Assessment and Care Plans

The Multifactorial Falls Risk Assessment should identify the patient's individual risk factors for falling in hospital that can be treated, improved or managed during their expected stay. These should include:

- Falls History
- cardiovascular examination
- presence/absence of orthostatic hypotension
- medication review
- syncope syndrome
- visual impairment & other sensory deficits
- neurological examination
- health problems that may increase their risk of falling
- assessment of bone health and fracture risk
- cognitive impairment/ psychological status
- continence problems/ toileting issues
- foot health
- footwear that is unsuitable or missing
- postural instability
- mobility/gait problems and/or balance problems
- fear of falling
- lower limb muscle strength
- ability to get up after a fall and summon help after a fall
- assessment of the level of and need for social care support
- environmental risk (pertaining to inpatient environment)
- ability to summon help (pertaining to inpatient environment, not home environment)
- assessment of home hazards

**Falls History:-** as stated in the Inpatient Falls Prevention Care Plan with specific reference to the presence or absence of syncope or unexplained falls.

The history must include:-

- Number of falls in last year.
- Date and time of last fall
- Activity at time of fall
- Preceding symptoms (chest pain, dizziness, palpitations) Whether the patient remembers falling
- Whether the patient remembers hitting the floor
- Whether the patient lost consciousness
- Injuries sustained
- Ability to get up from the floor
- Ability to summon help after the fall Any previous fractures including dates Fear of falling
- Details of any previous falls

**Cardiovascular examination:-**heart rate and rhythm, lying and standing blood pressure, presence or absence of cardiac murmurs.

The cardiovascular examination must include an assessment for postural hypotension, adhering to the procedure set out in "Measurement of lying and standing blood pressure as

part of a Multifactorial Falls Risk Assessment” (Royal College of Physicians, Falls and Fragility Fracture Audit Programme, 2016, **Appendix L**)  
Performance and interpretation of an Electrocardiogram (ECG) where indicated or documented evidence of why an ECG was not indicated.

**Medication Assessment & Review:**-including a list of current medication and consideration of whether the patient is taking psychotropic or night sedation medication. There must in all cases be documented evidence that a level 3 medication review has taken place, whether any changes were needed and what those changes were.

**Visual Assessment:**-This must usually include visual acuity testing using a Snellen chart and assessment of any visual field deficits.

**Cognition:**-A standardised assessment of cognitive function such as the Abbreviated Mental Test Score (AMTS 10) or the Mini Mental State Examination (MMSE) or scored Clock Drawing Test must be documented. If these are not appropriate then this must be stated and a specific statement about cognitive ability made.

**Continence:**- including an assessment of urinary function which must include noting the presence of any long term urinary catheter, urgency, frequency and nocturia.

**Gait and Balance:**- using a standardised, nationally used assessment tool e.g. timed walk test, Berg Balance Scale,

**Fear of falling:**-using a standardised, nationally used assessment tool e.g. Falls Efficacy Scale-International (FES-I)

#### **Assessment of Osteoporosis and of Fracture Risk**

The assessment of osteoporosis and of fracture risk should be considered for all women over the age of 65 and all men over the age of 75, plus in women aged under 65 and men aged under 75 in the presence of risk factors for secondary osteoporosis.

A Multifactorial Falls Risk Assessment is not a fall risk prediction tool. A falls risk prediction assessment tool (resulting in the patient being labelled High, Medium or Low risk of falling) should not be used to predict inpatients’ risk of falling in hospital.

The purpose of the Inpatient Multifactorial Falls Risk Assessment is to:

- Identify the cause/s for any previous fall/s the patient has had
- Identify the patient’s individual risk factors for falling
- Identify modifiable causes and risk factors
- Enable practitioners to refer the patient for effective interventions targeted at their specific risk factors, with the aim of reducing subsequent falls
- Create a Care Plan in order to modify those causes and risk factors that are able to be reduced
- Identify any non-modifiable falls risk factors
- Put in place management strategies for any causes or risk factors that which are not modifiable, with particular emphasis on reducing level of harm from any future falls.
- Communicate, in a meaningful, appropriate way, the conclusions and action plans from this assessment process to the patient and,
- after seeking consent, to share information under information governance policy, with

the patient's General Practitioner (GP) and any other relevant health and social care agencies at the point of discharge.

Ensure that patient footwear is monitored & advice given to patients and / or relative with regard to any risks and how to reduce these.

### **Home hazard assessment and safety interventions**

Older people admitted to hospital after having a fall should be offered a home hazard assessment and safety interventions.

- Home hazard assessment undertaken in the person's home, and intervention if needed, has been identified as a component in successful multifactorial intervention programmes.
- It is important that home hazard assessment is undertaken after a Multifactorial Falls Risk Assessment has been completed (NICE QS86).
- Home hazard assessment should be completed using a standardised nationally used assessment tool, such as the Home FAST (Home Falls Accident Screening Tool), Westmead or SAFER (Safety Assessment of Function for Rehabilitation) (Royal College of Physicians, 2011: National Audit for Falls and Bone Health in Older People).  
**(Appendix M: HomeFAST)** in the patient's usual home environment or the environment they are planning to return to as their permanent place of residence. If a home visit assessment has been completed which covers all of the elements of the Homefast or Westmead assessment then a Homefast or Westmead does not need to be completed in addition to the full Occupational Therapy Home Visit.

Individual components of the Multifactorial Falls Risk Assessment may be undertaken by different staff, but each element has to be combined to form a single multifactorial assessment..

### **Inpatient Falls Prevention Care Plan**

The Multifactorial Falls Risk Assessment should result in an individualised multifactorial Inpatient Falls Prevention Care and intervention Plan, which must be completed soon after admission. The purpose of this care plan is to minimise the risk of the patient falling whilst an inpatient. It must be ensured that any multifactorial intervention: promptly addresses the patient's identified individual risk factors for falling in hospital and takes into account whether the risk factors can be treated, improved or managed during the patient's expected stay.

Only falls prevention interventions that are tailored to address the patient's individual risk factors for falling must be offered (i.e. **Not** a list of interventions for all patients on a ward who are at risk of falling, such as at Intentional Rounding).

There must be documented evidence that the actions identified in the care plan have been shared with all relevant staff caring for that patient. This might take the format of documented discussion at handover and/or Multidisciplinary Meetings.

### **Information for patients**

Relevant oral and written information and support must be provided for patients, and their family members and carers if the patient agrees. This should take into account the patient's ability to understand and retain information. Information should include:

- explaining about the patient's individual risk factors for falling in hospital
- showing the patient how to use the nurse call system

- encouraging them to use it when they need help
- informing family members and carers about when and how to raise and lower bed rails
- providing consistent messages about when a patient should ask for help before getting up or moving about
- helping the patient to engage in any multifactorial intervention aimed at addressing their individual risk factors (NICE CG161).

Patients should be given either a copy of the Royal College of Physician’s booklet “Falls prevention in hospital: a guide for patients, their families and carers”, or a locally written falls fact sheet. (Appendix N)

Patients may also be given the following Solent NHS Trust fact sheets

- “Falls Service. What to do if you fall. Information for patients” (Appendix O)
- “Stay safe at home. Falls prevention. Information for patients” (Appendix P)
- if postural hypotension was identified, then “Advice to patients with dizziness due to postural hypotension”(Appendix Q)
- may also be given “Healthy Bones. Caring for your bones. Information for patients” (Appendix R)

At the point of completing the Inpatient Falls Prevention Care Plan initially, an appropriate review interval must be decided on. If no falls occur then the Inpatient Falls Prevention Care Plan must be routinely reviewed at this agreed interval and there must be documentary evidence of this.

The Inpatient Falls Prevention Care Plan must be reviewed each time the individual falls and there must be documentary evidence of this.

There must be documentary evidence of all of the above in the Inpatient Multifactorial Falls Assessment (which must be complete at the point of discharge).

It is recognised that across Solent NHS Trust there are a variety of inpatient falls assessment documentation systems in place. As part of the Solent NHS Trust Falls Strategy is planned to ensure standardised electronic (where possible) or paper based assessment, care planning and clinical intervention documentation. This will apply to the following inpatient areas acknowledging that whilst core elements as stated above must remain the same there may need to be some local differences due to the differing patient populations:

1. Palliative care / NHS continuing care facilities
2. Inpatient older persons’ rehabilitation facilities
3. Inpatient older persons’ mental health facilities
4. Adult mental health facilities

These assessment documents, once agreed, will be on the Trust intranet, and as appendices to this policy (a CHIRFIT example is given in **Appendix B**).

It is acknowledged that at times in inpatient areas there can be a conflict of interest between measures deemed appropriate to reduce falls risk as far as possible and an individual’s need to participate in appropriate therapeutic activity to improve their physical independence. Where this is the case a risk assessment must be completed and the conclusions as to whether it is advisable to allow an individual to pursue activity which may increase their falls risk as well as their independence on a risk / benefit analysis must be documented.

If the patient has fallen in the year prior to admission, falls were a contributing factor to the admission or the patient has fallen during the admission then the patient there must be documented evidence that the patient has been given information on falls prevention and promoting good bone health. The Solent NHS Trust fact sheets should be given in the first instance, but it is recognised that there are a variety of other appropriate patient information resources available (e.g. Staying Steady by ageUK, and Get up And Go, by the Chartered Society of Physiotherapy and Public Health England).

### **Bed Rails**

Patients should only use bed rails where a Bed Rails Risk Assessment (**Appendix S**) has been completed.

### **Ultra Low Beds**

For patients with delirium who are at risk of falling out of bed, but who cannot be given bed rails as they might climb over them, ultra low beds can help to prevent harm from falls.

Ultra low beds

- must be left in the lowest position (must not be left at working height)
- must not be used with bed rails
- can be used with crash mats. Crash mats cannot be used with mobile patients, who might trip over the crash mat
- must be placed flush to any walls, or completely clear of walls, to prevent asphyxial entrapment if the patient slipped between the side of the mattress and the wall
- Must not be placed near to potentially injurious floor level fittings or furniture, such as radiators, pipes or lockers.

### **Falls Alarms**

Bed exit monitors/alarms may be used where it is not possible to observe a patient who is at high risk of falling when they attempt to either get out of bed or stand up from their chair unsupervised or without assistance. These alarms alert staff that the patient is moving, and is at risk of an imminent fall, but they do not prevent patients from falling. Alarms are not a substitute for nursing observation. See Falls Alarm Decision Flow Chart (**Appendix T**).

Exit monitors alarm when either the patient unweights the bed or chair mat, or passes through an infrared beam. Other sensor mats alarm when weighted, such as when a patient stands on a mat on the floor. Infra-red beams that are integral to the bed, and which alarm when the beam is broken by the patient moving to get out of the bed, are used in some services.

A patient's alarm must be regularly checked for both functionality and positioning. Defective alarms must be withdrawn from service until repaired.

### **One-to-One Nursing Observation**

One-to-one nursing observation is usually requested for a patient who has been assessed at high risk of injurious falls if unobserved. These patients are often mobile and confused. One-to-one observation may prevent the patient attempting unwise or dangerous activities that could result in a fall (e.g. mobilising to the toilet without their walking aid). One-to-one observations will not prevent all falls, as Manual Handling regulations prevent staff from "catching" the falling patient.

### **Hip Protector Pants**

Hip protector pants are plastic shields (hard) or foam pads (soft), usually fitted in pockets in specially designed underwear. They are worn to cushion a sideways fall on the hip. They are not routinely or uniformly issued to inpatients on Solent NHS Trust wards.

But to be effective in preventing a hip fracture from a fall, the patient must

- have been measured for and issued with the appropriate size of hip protectors
- be wearing them correctly (with the pads positioned over the greater trochanter of the femur)
- have been assessed for the appropriate style of hip protectors (full garment, open crotch, with an access flap, accommodating incontinence pads, etc)
- not be so confused as to try to don and doff the hip protectors independently (such as in the toilet), as this would increase the risk of falling.

Hip protectors should not be worn if there is a wound on the hip area. They are ineffective if the patient has had bilateral prosthetic hips.

It must be ensured that relevant information is shared between services when a patient moves from the care of one service to another. The principles in Patient experience in adult NHS services in relation to continuity of care should be applied.

### **Falls Links/Champions**

Each inpatient ward area must identify a member of staff who will act as the Falls Link/Champion/Lead for that area. The responsibilities of this staff member are outlined in section 4. The training requirements for this staff member are outlined in section 5.

## Appendix B- Example of an Inpatient Multifactorial Falls Risk Assessment (CHIRFIT)

Patient Sticker	
Name:	
Date of birth:	
Hospital number:	
NHS number:	

Date and time of admission to  
Spinnaker ward:

\_\_\_\_\_



### CHIRFIT & Falls Prevention Intervention Plan

Community Hospitals Identification of Risk of Falls and Intervention Tool

Admission Risk Assessment		
Was the patient <i>originally</i> admitted to hospital due to a fall?	Yes	No
Any falls in the last year?	Yes	No
Any falls since admission (on Spinnaker or previous ward)?	Yes	No
Fear of falling?	Yes	No
Is the patient confused/agitated/anxious to a level which puts them at risk of falling?	Yes	No
Is the patient on antiepileptics (e.g. sodium valproate)?	Yes	No
Is the patient on benzodiazepines (e.g. diazepam)?	Yes	No
<b>If yes to any of above, complete the <u>Immediate Falls Action Plan</u>.</b>		

Immediate Falls Action Plan (within 6 hours of admission)			
<b>Observation</b>			
Patient in bedspace where observation easy	Yes	No	Not necessary
Patient in easy view of staff in day area	Yes	No	Not necessary
Call bell near patient, and patient knows how to use it	Yes	No	No, intentional rounding needed
<b>Furniture and Sensors</b>			
Bed / floor / chair sensor used	Yes	No	Not necessary
Crash mats used	Yes	No	Not necessary
Bed rails assessment done	Yes	No	Not necessary
High / low bed used	Yes	No	Requested on:
Chair type looks appropriate for patient	Yes	No	If no, state action:
<b>Sensory Awareness</b>			
Glasses near patient	Yes	No	Requested on:
Hearing aid near patient	Yes	No	Not necessary
Walking aid near patient	Yes	No	Not necessary
Suitable footwear in place	Yes	No	If no, state action:
Hip protectors used	Yes	No	Not necessary
Current shift staff are aware of falls risk	Tick when completed <input type="checkbox"/>		
Name	Job title	Signature	Date and time

Patient Sticker

Name:  
Date of birth:  
Hospital number:  
NHS number:

**Nursing CHIRFIT**



Lying-standing blood pressures	Date of reading	1	2	3
Any extra measurements:				
Assessment of urinary and faecal continence	Urinary continence status	Continent		Incontinent
	If catheterised, state date of insertion:			Long-term catheter? <input type="checkbox"/>
	Faecal continence status	Continent		Incontinent
	Risk of falls associated with continence problems? <i>If yes, consider:</i> <ul style="list-style-type: none"> <li>- Continence assessment</li> <li>- Urine dip +/- MSU (only if nit + <b>and</b> leuc +)</li> <li>- Stool sample</li> <li>- Physio referral if mobility restricts continence</li> <li>- Intentional rounding</li> </ul>	Yes	No	
Brief assessment of mobility	Unsteady transfers / unsteady whilst walking / unsteady use of walking aids? <i>If yes, consider:</i> <ul style="list-style-type: none"> <li>- Labelling walking aid with patient's name</li> <li>- Placing aid within easy reach of patient</li> <li>- Appropriate footwear</li> <li>- Referral to podiatrist if poor foot health</li> </ul>	Yes	No	
Brief assessment of cognition	Confused / agitated / disorientated / lacking insight?	Yes	No	
	Is this usual for the patient?	Yes	No	
<p>Name <span style="margin-left: 150px;">Job title</span> <span style="margin-left: 150px;">Signature</span> <span style="margin-left: 150px;">Date and time</span></p>				

Patient Sticker

Name:  
Date of birth:  
Hospital number:  
NHS number:

**Medical CHIRFIT**



Falls history	No. of falls in last yr		
	Falls history - <i>When, where, activity at the time</i> - <i>Preceding symptoms</i> - <i>LOC, long lie</i> - <i>How did they call for help</i> - <i>Previous fall</i> - <i>Fear of falling</i>		
	Impression e.g. <i>OA, PVD</i>		
Drugs review	Medication stopped or changed:		
Assessment of cognitive function	On admission	To QA:	To Spinnaker:
	Results and dates of additional tests		
	Notes <i>OPMH? CT head?</i>		
Assessment of osteoporosis risk	Bone protection on admission If none, calculate FRAX		
	Vitamin D		
	No. of # <65y		
Name Job title Signature Date and time			

Patient Sticker

Name:

Date of birth:

Hospital number:

NHS number:

**Joint Physiotherapy &  
Occupational Therapy  
CHIRFIT**



	On admission	Pre-discharge
Assessment of footwear		
Assessment of balance		
Assessment of transfers and mobility		
Perceived functional ability		
Assessment of home hazards		Interventions <i>e.g. commode:</i>
How do they call for help? <i>e.g. pendant alarms</i>		
Completed by	Physiotherapist name and signature:  Date and time:	Occupational therapist name and signature:  Date and time:

Patient Sticker

Name:  
Date of birth:  
Hospital number:  
NHS number:

**Falls during Admission**



Date	Time	Possible cause of fall	Modifications made to prevent recurrence	Post-fall	Name and signature
				Yellow sticker <input type="checkbox"/> Falls risk sign <input type="checkbox"/> Fall checklist <input type="checkbox"/>	
				Yellow sticker <input type="checkbox"/> Falls risk sign <input type="checkbox"/> Fall checklist <input type="checkbox"/>	
				Yellow sticker <input type="checkbox"/> Falls risk sign <input type="checkbox"/> Fall checklist <input type="checkbox"/>	
				Yellow sticker <input type="checkbox"/> Falls risk sign <input type="checkbox"/> Fall checklist <input type="checkbox"/>	

Use continuation sheets if necessary

Patient Sticker

Name:  
Date of birth:  
Hospital number:  
NHS number:

## Falls Prevention Care Plan Review



Use this section to highlight ongoing problems and interventions.

Date and time	Description of problem and intervention	Frequency of review	Signature
<i>EXAMPLE</i> 1/1/16 00:00	<i>EXAMPLE</i> Postural hypotension. Fludrocortisone 50 micrograms added. Complete daily LSBP for 3 days.	<i>EXAMPLE</i> Review after 3 days.	<i>EXAMPLE</i> Dr A B C

## Appendix C – The Community Multifactorial Falls Risk Assessment and Interventions

The Community Multifactorial Falls Risk Assessment should include the following:

- identification of falls history
- assessment of gait, balance and mobility, and muscle weakness/lower limb muscle strength
- assessment of osteoporosis risk
- assessment of fracture risk
- assessment of the older person's perceived functional ability and fear relating to falling
- assessment of visual impairment
- assessment of cognitive impairment
- neurological examination
- assessment of urinary incontinence
- foot health
- foot wear
- assessment of home hazards
- cardiovascular examination and
- medication review
- ability to get up after a fall and summon help after a fall in the patient's usual home environment.
- assessment of the level of and need for social care

**Falls History** :- with specific reference to the presence or absence of syncope or unexplained falls.

The history must include:-

- Number of falls in last year.
- Date and time of last fall
- Activity at time of fall
- Preceding symptoms (chest pain, dizziness, palpitations) Whether the patient remembers falling
- Whether the patient remembers hitting the floor
- Whether the patient lost consciousness
- Injuries sustained
- Ability to get up from the floor
- Ability to summon help after the fall
- Any previous fractures including dates
- Fear of falling
- Details of any previous falls

**Cardiovascular examination**:- as a minimum heart rate and rhythm and lying and standing blood pressure, adhering to the procedure set out in "Measurement of lying and standing blood pressure as part of a Multifactorial Falls Risk Assessment" (Appendix L) (Royal College of Physicians, Falls and Fragility Fracture Audit Programme, 2016).

Whether or not an ECG was considered, and whether or not an ECG was performed, should be documented.

Referral to a doctor for a more comprehensive cardiovascular assessment, including an ECG, must happen where:-

- heart rate or lying and standing blood pressure readings are abnormal.

- the patient has had more than one fall in the last year
- the fall is unexplained.

Patients who have had a Community Multifactorial Falls Risk Assessment must be considered for a **medical assessment**. The main reasons for consultant assessment and intervention will be unexplained falls, or unexplained transient loss of consciousness.

**Southampton:** This may comprise discussion about the findings of the multifactorial falls risk assessment with a community consultant (with a view to potential home visit comprehensive geriatric medical assessment (CGA) by that consultant)

**Portsmouth:** It may be where following assessment and intervention by the community team the risk of falling has not been reduced and more detailed investigations are required. A referral must only be made in this instance following documented discussion with the GP and only once the GP has assessed the patient 1st to eliminate unnecessary referrals where the patient's fall risk could have been modified by their primary care physician. Referral may be made for consultant medical intervention at a Specialist Falls clinic run by another organisation (PUH).

**Medication assessment and review :-** All patients should receive a medication review, to include a list of current medication and consideration of whether the patient is taking psychotropic or night sedation medication. Referral to a geriatrician, or Solent pharmacist for a level 3 medication review must be made where indicated. The outcome of that medication review and any changes to the patient's medication must be documented.

**Cognition:** A standardised assessment of cognitive function such as the Abbreviated Mental Test Score (AMTS 10) or the Mini Mental State Examination (MMSE) or scored Clock Drawing Test must be documented, or if not clinically possible, a specific statement of cognitive ability must be made.

**Visual assessment:-** This must usually include visual acuity testing using a Snellen chart and assessment of any visual field deficits.

Assessment for other sensory deficits e.g. peripheral neuropathy.

**Contenance:-** including an assessment of urinary function which must include noting the presence of any long term urinary catheter, urgency, frequency and nocturia.

**Fear of falling:-** using a standardised nationally used assessment tool e.g. Falls Efficacy Scale-International (FES-I) or by assessment of the older person's perceived functional ability and fear relating to falling

#### **Assessment of osteoporosis and of fracture risk**

The assessment of osteoporosis and of fracture risk should be considered for all women over the age of 65 and all men over the age of 75, plus in women aged under 65 and men aged under 75 in the presence of risk factors:

- Previous fragility fracture
- Current or frequent use of oral or systemic glucocorticoids
- History of falls
- Family history of hip fracture
- Low Body Mass Index (BMI); Lower than 18.5
- Smoking

- Alcohol intake more than 14 units per week in women and more than 21 units per week in men

Other secondary causes of osteoporosis should also be considered:

1. Endocrine
  - ☐ Hypogonadism in either sex
  - ☐ Premature menopause (under age 45) and treatment with aromatase inhibitors or androgen deprivation therapy
  - ☐ Hyperthyroidism
  - ☐ Hyperparathyroidism
  - ☐ Hyperprolactinaemia
  - ☐ Cushing's disease
  - ☐ Diabetes
2. Gastrointestinal
  - ☐ Coeliac disease
  - ☐ Inflammatory bowel disease
  - ☐ Chronic liver disease
  - ☐ Chronic pancreatitis
  - ☐ Other causes of malabsorption
3. Rheumatological
  - ☐ Rheumatoid Arthritis (RA)
  - ☐ Other inflammatory arthropathies
4. Haematological
  - ☐ Multiple myeloma
  - ☐ Haemoglobinopathies
  - ☐ Systemic mastocytosis
5. Respiratory
  - ☐ Cystic fibrosis
  - ☐ Chronic Obstructive Pulmonary Disease (COPD)
  - ☐ Pulmonary Disease
6. Metabolic
  - ☐ Homocystinuria
7. Chronic renal disease
8. Immobility
  - ☐ E.g. due to neurological injury or disease

Screening for fracture risk can be undertaken using the FRAX online tool.

The following process-based standards must apply across the organisation when managing patients who have sustained falls in outpatient or community settings:

Where teams are routinely recording their clinical intervention on a computerised health record the Trust is working towards having a commonly agreed 'red flag' or alert that should be used clearly identifying that a Multifactorial Falls Risk Assessment has been completed. This need only be done where the computerised recording system has the facility to do this (e.g. on SystmOne).

Very urgent falls referrals must be responded to by integrated rehabilitation teams, health and social care teams or Rapid/Urgent Response services within 2 hours, following clinician to clinician handover and agreed acceptance of the referral. This will include referrals from the South Central Ambulance Service, which are RAG rated "Red". These patients do not require hospital admission with regards to their fall or other medical conditions, but are considered to

be at risk of admission to hospital within the following 24 hours unless urgent support is provided at home. There may also be referrals requiring a more urgent response from the Emergency Department or the GP where the patient is in need of urgent assessment to prevent a health or social crisis, a serious deterioration in their health/physical condition, or admission to hospital

Other community falls referrals must be responded to as per triage criteria for the waiting list by the appropriate team.

Patients must receive a Multifactorial Falls Risk Assessment (Community Interdisciplinary Falls Assessment in Portsmouth; Comprehensive Falls Assessment in Southampton) and all the elements of this must be documented. If possible this documentation should be on the patient's electronic record. If this is not possible then the electronic record should clearly state which team has completed a paper based assessment, contact details for that team and where the assessment is held

Any registered professional or associate practitioner who has been trained to complete a community Multifactorial Falls Risk Assessment within Solent NHS Trust may provide this initial assessment

The quality of the content of the Multifactorial Falls Risk Assessments will be monitored by twice yearly documentation audits, to ensure that all appropriate elements of the assessments have been completed in adequate detail, and that care planning has taken place. A key worker/case manager will monitor the case until discharged from the service to ensure all actions are taken and appropriate clinical conclusions have been reached. They will monitor care planning documentation.

### **Care/Action Plan**

The care/action planning documentation for patients must identify :-

- Identify the cause/s for any previous fall/s the patient has had
- Identify any other individual risk factor/s for falling for that patient
- Identify modifiable causes and risk factors
- Detail interventions in order to modify those causes and risk factors that are able to be reduced
- Identify any non-modifiable falls risk factors
- Detail any management strategies for any causes or risk factors that which are not modifiable, with particular emphasis on reducing level of harm from any future falls.

- To whom the outcomes of the falls assessment has been communicated. As a minimum this should included the patient and, after seeking consent to share information under information governance policy, the patient's family and GP.

There should be evidence following assessment that the patient has been given relevant written information relating how they may reduce their own risk of falling. Where it is deemed clinically inappropriate to provide this directly to the patient (e.g. where the patient has significant cognitive impairment) then this information should be provided to their carer/family.

Older people assessed as being at increased risk of falling should have an individualised multifactorial intervention. Multiple interventions can then target the person's specific risk

factors and reduce several components of falls risk. The interventions delivered should be tailored to the individual's needs, delivered and documented. Specific components common in successful individualised multifactorial interventions, and which should be included, are:

- Strength and balance training
- Home hazard assessment and intervention
- Vision assessment and referral
- Medication review with modification or withdrawal.

Older people reporting a fall or considered at risk of falling should be observed for balance and gait deficits and considered for their ability to benefit from interventions to improve strength and balance.

### **Physiotherapy**

Patients who are referred for Physiotherapy Assessment as part of their Multifactorial Falls Risk Assessment must be assessed using assessment that identify risk factors relating to balance and mobility limitations, such as muscle strength and gait, and establish which factors are modifiable with exercise or rehabilitation interventions.

The outcome measures used for assessing balance should be selected with consideration taken in relation to the properties of the measure (reliability, validity, sensitivity to change).

The most frequently reported tools for the assessment of balance and gait administered in community dwelling and extended care settings are:

- Timed up and go test (TUAG)
- Turn 180°
- Performance-oriented assessment of mobility problems (Tinetti scale/POAM)
- Functional reach
- Dynamic Gait Index
- Berg balance scale

Physiotherapists involved in Multifactorial Falls Risk Assessments should follow the AGILE Guidelines:

- 1) To prevent falls
- 2) To improve the older person's ability to withstand threats to their balance
- 3) To prevent the consequences of a long lie
- 4) To optimise confidence and reduce fear of falling

### **Exercises**

Older people living in the community who have a known history of recurrent falls should be referred for strength and balance training. Strength and balance training has been identified as an effective single intervention and as a component in successful multifactorial intervention programmes to reduce subsequent falls.

It is important that strength and balance training is undertaken after a Multifactorial Falls Risk Assessment has been completed.

Patients identified as having gait, strength and/or balance problems will be offered gait re-education and a home exercise programme, targeted at the problems identified at assessment. This individualised and evidence-based strength and balance programme will be prescribed by an appropriately trained health care practitioner (a physiotherapist, or another staff member who has completed OTAGO training or Postural Stability Instructor training).

Effective exercise prescription must be specific to purpose & remain evidence based. It requires the application of the fundamental principles of training to each of the variables of training. i.e. All exercise prescription should document in detail how often the patient is to do each exercise, how hard (e.g. numbers of repetitions, or time of hold, or resistance used, etc), how long to do each exercise, exactly what type of exercise (detailed instructions), etc.

Following prescription of a home exercise programme patients must be considered for onward referral to Falls Prevention Exercise groups. There must be documentary evidence of this and also of the reasons why a patient was not referred for exercise if that is not deemed appropriate.

- The Falls Prevention Exercise groups in Portsmouth are organised and delivered by Solent NHS Trust staff.
- Patients in Southampton are referred on to Falls Revolution classes that have been commissioned as Third Sector provision. These are organised by ageUK and delivered by the Saints Foundation.
- On occasion, alternative exercise referrals may be made (e.g. to the student exercise instructors at Southampton Solent University).

Patients who decline onward referral to the commissioned, evidence-based Falls Prevention Exercise classes may be sign posted to alternative exercise provision in their locality.

All group exercise programmes are to be supported by the patient receiving an individually tailored home exercise programme.

The Falls Prevention Exercise Programmes provided within Solent NHS Trust (Portsmouth) should meet national standards of according to the agreed evidence base. This requires:

- Content to follow that prescribed in Otago or FaME (Falls Management with Exercise) programmes
- Duration of programmes to be 24 weeks or more for those meeting criteria for the full FaME programme
- Shorter programmes for frailer patients to be 12 weeks or more in length with sessions twice per week with the main emphasis being on exercise rather than education
- Wait times to enter classes from the time of referral ideally should be no more than 4 weeks.

### **Occupational Therapists**

Occupational Therapists involved in Multifactorial Falls Risk Assessments should follow the COT Practice guideline (2015)

### **Home hazard assessment**

It is important that home hazard assessment is undertaken after a Multifactorial Falls Risk Assessment has been completed.

Home hazard assessment should be completed using a standardised nationally used assessment tool, such as the Home FAST (Home Falls Accident Screening Tool; Appendix M), Westmead or SAFER (Safety Assessment of Function for Rehabilitation) (Royal College of Physicians, 2011: National Audit for Falls and Bone Health in Older People) in the patient's usual home environment or the environment they are planning to return to as their permanent place of residence. If a home visit assessment has been completed which covers all of the elements of the Homefast or Westmead assessment then a Homefast or Westmead does not need to be completed in addition to the full Occupational Therapy Home Visit.

### **Patient Information**

Patients should be given the following Solent NHS Trust fact sheets:

- “Falls Service. What to do if you fall. Information for patients” (Appendix O)
- “Stay safe at home. Falls prevention. Information for patients” (Appendix P)
- if postural hypotension was identified, then “Advice to patients with dizziness due to postural hypotension” (Appendix Q)
- may also be given “Healthy Bones. Caring for your bones. Information for patients” (Appendix R)

### **Discharge**

At the point of discharge, a discharge summary and patient self- management plan should be documented.

An Ambulance Anticipatory/Urgent Care Plan should be written for patients who present with a history of frequent falls (Appendix U).

### **Emergency Department referrals**

Solent NHS Trust has staff working within Community Emergency Department (ED) Teams in Portsmouth and Southampton. Appropriate referral and care pathways are in situ to ensure that patients who attend the EDs in Portsmouth or Southampton following a fall, but who are discharged back into the community (and not admitted) are referred on for a full Multifactorial Falls Risk Assessment by the relevant community team.

These services are considered important because there is a strong evidence base supporting the use of Falls Prevention Exercise in reducing falls. Where services have capacity issues in providing this level of intervention then this must be highlighted to Solent NHS Trust senior managers who should work with Solent NHS Trust associate directors to agree business transformation schemes or to work with local commissioners to find funding to enable this level of service to be provided.

## Appendix D – Responding to falls incidents (inpatients)

People aged 50 years or older who fall during a hospital stay must be checked for signs or symptoms of fracture and potential spinal injury before they are moved. Staff must observe for signs and symptoms of fracture or potential for spinal injury before a patient is moved. When a person falls it is important that they are assessed and examined promptly to see if they are injured. This will inform decisions about safe handling and ensure that any injuries are treated in a timely manner. Checks for injury are included in the post-fall protocol that must be followed for all older people who fall during a hospital stay. **(see Appendices E & F: post-fall protocol & post-fall checklist)**

When a person falls, it is important that safe methods are used to move them, to avoid causing pain and/or further injury. This is critical to their chances of making a full recovery. Safe manual handling methods for patients with signs and symptoms of a fracture or potential for spinal injury must be used. Standard hoists must not be used. If staff suspect a lower limb fracture or spinal injury and do not have access to, or have had not had appropriate training in, the use of specialist equipment e.g. spinal boards, hoverjacks etc. then the patient must be made safe and comfortable on the floor and emergency assistance summoned via the ambulance service. Where an ambulance response is delayed to over an hour, care must be taken to prevent the complications of a long lie on the floor.

When an older person falls, it is important that they have a prompt medical examination to see if they are injured. This is critical to their chance of making a full recovery. Older people who fall in hospital should receive a medical examination within **12 hours**.

Neurological observations must be commenced following any fall with a head injury where:

- The patient is more likely to bleed:
- history of bleeding
- clotting disorder
- current treatment with anticoagulants (e.g. Warfarin, Dabigatran, Rivaroxaban, Apixaban & Low molecular weight Heparin), especially if also on an Selective Serotonin Reuptake Inhibitor (SSRI) anti-depressant
- current treatment with an anti-platelet medication (e.g. Clopidogrel, Aspirin)
- Fall was unwitnessed
- Struck head or face
- Lumps, grazes or lacerations on scalp or face
- Black eye
- Head pain or headache
- Nose bleed
- Vomiting
- Altered/reduced consciousness
- New dizziness
- New confusion
- New speech disturbance
- New double vision

The frequency and duration of neurological observations for all patients must be based on the NICE Clinical Guideline 176: Head Injury:

- Every 30 minutes for 2 hours
- Then hourly for 4 hours
- Then 2 hourly for a further 4 hours.

The clinical decision for any deviation from this protocol must be documented.

Neurological observations (Neuro Obs) must include:

- 15 point Glasgow Coma Scale:
  - Eye opening (1-4)
  - Best verbal (1-5)
  - Best Motor (1-6)
- Pupil size and reactivity
- Limb movements / muscle power
- Blood Pressure (lying/sitting & standing)
- Respirations.

Patients who have sustained a head injury or other suspected serious injury, must be transferred to the emergency department for medical assessment.

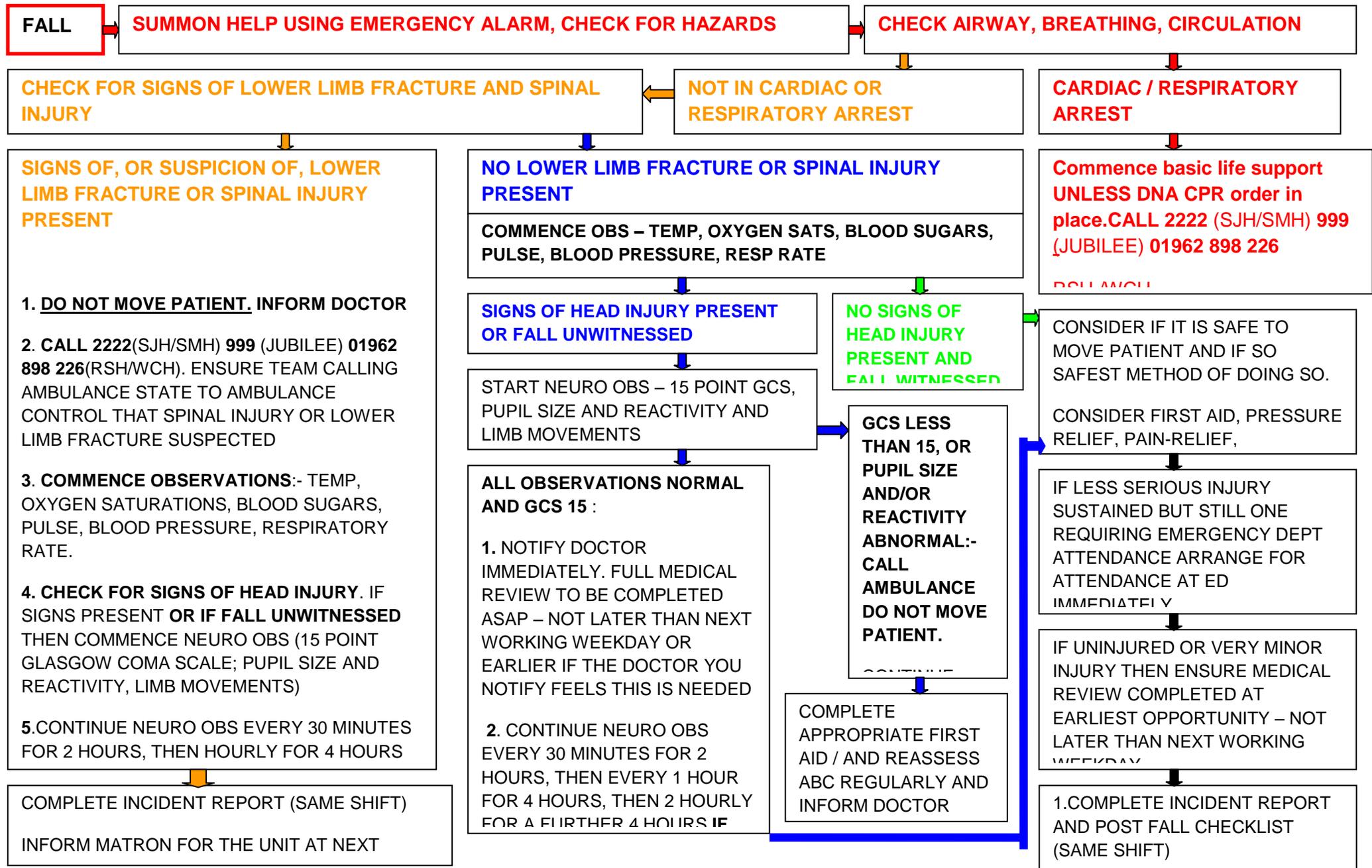
The Criteria for calling an ambulance are also:

- Glasgow Coma Scale (GCS) score less than 13 on initial assessment
- GCS less than 15 at 2 hours after injury
- Suspected open or depressed skull fracture
- Signs of basal skull fracture
- Post-traumatic seizure
- Focal neurological deficit
- More than one episode of vomiting
- Loss of consciousness or amnesia since injury plus one of:
  - o Age 65+
  - o History of bleeding or clotting disorders
  - o More than 30 minutes retrograde amnesia

Staff must not attempt to get even an **uninjured** patient up from the floor unless they have had appropriate training and feel confident they can do so safely

The Inpatient Falls Prevention Care Plan must be reviewed each time the individual falls and there must be documentary evidence of this.

## Appendix E- Post-Fall Protocol



## Appendix F- Post-Fall Checklists ( Inpatients)

ADDRESSOGRAPH				
	Item	Tick when done or circle yes/no	Outcome	Action
1	Check ABC (airway, breathing, circulation)			
2	Inspect for signs of suspected spinal injury or fracture <sup>1</sup>			
3	Has a head injury occurred? <sup>2</sup>	Yes / No		
4	Was fall unwitnessed? <sup>2</sup>	Yes / No		
5	Does the patient present with vomiting, headache, altered consciousness or dizziness, head pain or tenderness. <sup>2</sup>	Yes / No		
6	If Yes to 3, 4 or 5 please complete neuro obs as per post fall protocol.	Done as per protocol <input type="checkbox"/>		(tick as appropriate)
		Not able to do <input type="checkbox"/>		
		State why:-		
		Started but not continued <input type="checkbox"/>		
		State why:-		
6	Is the patient more likely to bleed? (history of bleeding, clotting disorder, current treatment with warfarin?) <sup>3</sup>	Yes / No  See guidance notes over		

7	State any other injuries sustained and action taken			
8	Have obs been taken including pulse, blood pressure, oxygen saturations, temp and [if indicated] blood sugars?	Yes / No		
	Was urinalysis needed later on?	Yes / No / not needed		
	Did loss of consciousness cause this fall?	Yes / No  See guidance notes over		
	Date and time medical staff informed. (if medical staff not informed immediately state why)			
	NOK notified			
	Incident completed		Incident form number:	
	Inform all staff on shift that patient fell?			
	Add to handover sheet that patient fell			
	Review of falls care plan completed			
<b>NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>
				<b>TIME</b>

## POST FALL CHECKLIST ADVICE NOTES

### 1. GUIDANCE ON FRACTURES AND SPINAL INJURIES

Signs of **lower limb fracture** might include:-

- New deformity
- Pain
- Bruising
- Shortening of the leg
- The leg facing outwards

There might also be other signs therefore this is not an exhaustive list.

Signs of a **spinal injury** might include:-

- Altered sensation in the limbs like numbness or tingling
- Inability to move limbs
- Problems with coordination
- Loss of bladder / bowel control
- Twisted head / neck / back position.

There might be other signs therefore this is not an exhaustive list.

**IF EITHER FRACTURE OR SPINAL INJURY SUSPECTED DO NOT MOVE PATIENT.**

**Summon an emergency ambulance by calling:-**

- **SJH/ SMH = 2222**
- **JUBILEE HOUSE = 999**
- **RSH / WCH = 0300 123 9806**

**Ensure the team calling the ambulance states clearly to ambulance control that spinal injury or lower limb fracture is suspected and that you have not moved the patient.**

**Commence observations:** temp, oxygen saturations, pulse, blood pressure, respiratory rate and [if indicated] blood sugars. Take measures to maintain privacy and dignity. Proceed to check for head injury as in post falls protocol..

### 2. GUIDANCE ON HEAD INJURIES

**Suspect head injury if:**

- Fall unwitnessed
- Vomiting/Nausea
- Headache
- Altered consciousness
- New dizziness
- Head pain or tenderness or visible trauma
- New speech disturbance
- Double vision

Neurological observations (Neuro obs) should then be commenced, & recorded on the appropriate chart.

Neuro obs must include :-

- 15 point Glasgow Coma Scale
- Pupil size and reactivity
- Limb movements / muscle power

Neuro obs must be done:-

- Every 30 minutes for 2 hours
- Then hourly for 4 hours
- Then 2 hourly for a further 4 hours.

**IF GCS LESS THAN 15, OR PUPIL SIZE AND/OR REACTIVITY ABNORMAL INITIALLY THEN CALL EMERGENCY AMBULANCE (see numbers above) AND DO NOT MOVE PATIENT.** CONTINUE ALL OBS.

IF GCS CONTINUES TO DETERIORATE DETERIORATES THEN KEEP AMBULANCE CONTROL INFORMED. IF GCS DETERIORATES TO 13, CALL AN AMBULANCE.

SHOULD THE PATIENT GO TO THE EMERGENCY DEPARTMENT AND RETURN WITHIN THE PERIOD WHEN NEURO OBS ARE NEEDED THEN CONTINUE THE OBS ACCORDING TO THE TIMINGS STATED. The clinical decision for any deviation from this protocol must be documented.

### **3. INCREASED RISK OF BLEEDING**

Ensure immediate medical review (at the Emergency Department if needed) for all patients with head injury or unwitnessed fall if they have a history of bleeding, clotting disorder or are on currently on anticoagulants or antiplatelet therapy.

Anticoagulants include:

Warfarin

Low molecular weight Heparin

Dabigatran (Pradaxa)

Rivaroxaban

Apixaban

Antiplatelet therapies include:

Clopidogrel

Asprin

### **4. GUIDANCE ON LOSS OF CONSCIOUSNESS**

If loss of consciousness occurred the patient should be removed to the Emergency Department for assessment. Seek immediate advice of doctor, and if doctor unavailable straight away then call ambulance.

Commence Neuro Obs and record on appropriate chart.

# Post Fall Observations Chart

PATIENT NAME:

PATIENT DOB OR NHS NUMBER

				DATE
<b>COMASCAL E</b>	<b>Eyes open</b>	Spontaneously To speech	4	
		To pain	3	
		None	2	
		None	1	
	<b>Best verbal response</b>	Orientated	5	
		Confused	4	
		Inappropriate Words	3	
		Incomprehensible Sounds	2	
	<b>Best motor response</b>	Obey Commands	6	
		Localise Pain	5	
Flexion to Pain		4		
Abnormal Flexion		3		
Extension to Pain		2		
None		1		
<b>G.C.S. Total</b>				
<p>ACUTE PAIN SCORE</p>				
<p>Pupil Scale (mm)</p>				
<p>Systolic Pressure (mmHg)</p>				
<p>Resp. Rate</p>				
<p>O<sub>2</sub> Sat</p>				
<p>Pain Score / O<sub>2</sub>% MEWS</p>				
<b>PUPILS</b>		<b>Right</b>	Size Reaction	S Sluggish + Reacts - No Reaction c. Eye Closed
		<b>Left</b>	Size Reaction	
<b>LIMB MOVEMENT</b>	<b>ARMS</b>	Normal power Mild weakness Severe weakness Spastic flexion Extension No response		Record right (R) and left (L) separately if there is a difference between the two sides
	<b>LEGS</b>	Normal power Mild weakness Severe weakness Extension No response		
<p>Temperature (C)</p>				
<p>Pulse Rate</p>				

## Appendix G – Responding to falls incidents in the community

The Community Post-fall protocol must be followed (**Appendix H**), checking for Red Flags (serious injury).

If the risk assessment at the time indicates that an **uninjured** patient is unable to get up from the floor safely and with verbal prompting only, staff must follow the locally agreed procedure for obtaining help. Where access to a lifting device is available (e.g. A Mangar ELK from the Urgent Response Service in Southampton), this could be used to assist the patient off the floor. Where this is not accessible, staff will need to call 999.

Staff finding a patient on the floor in their own home must ensure that the patient's GP is notified as soon as possible of their fall in all circumstances, as soon as the immediate needs of the patient have been met and the patient is safe to leave.

# Appendix H-Community Post-fall Protocol

**Fall**

Ensure safety of staff attending fall.  
Initial assessment, **A**irway, **B**reathing and **C**irculation.

Signs of life

No signs of life

Check resuscitation status.  
  
If for resuscitation, or not known, commence basic life support and follow resuscitation policy.  
  
**CALL 999**

**ASSESS:**  
Obs/NEWS/GCS  
BP, Sats, HR, RR, temp

**Red Flags present**  
(See over page for details)

**Unwitnessed fall**

**No apparent injury/ Minor injury**

**DO NOT MOVE**, unless patient in danger

**CALL 999** and continue to monitor closely and record NEWS/Obs every 15 minutes until ambulance arrives

Check ACP if available

If airway/ breathing becomes compromised commence basic life support.

- Following a fall:**
- If not conveyed, consider medical assessment
  - Record fall and actions taken in patient's notes
  - Complete Incident report
  - Notify GP

Able to get up independently?

**Yes:** phone Clinical Manager/Shift Coordinator at base (Request same day visit from band 5+ if attending staff member band 3 or 4)

**No:** Contact base for ELK & support from staff (one present must be band 5+)

Band 5+ to provide post-fall same day review.  
(See over page for details)

Record NEWS/Obs

Red Flags	Observations	Post-fall review
<ul style="list-style-type: none"> <li>• Loss of consciousness</li> <li>• Head Injury               <ul style="list-style-type: none"> <li>○ Altered Consciousness</li> <li>○ Nausea/Vomiting</li> <li>○ Speech disturbance</li> <li>○ Dizziness</li> <li>○ Double vision</li> <li>○ Head ache</li> <li>○ Patients on anticoagulants (e.g. Warfarin, Dabigatran, Rivaroxaban, Apixaban &amp; Low molecular weight Heparin)</li> <li>○ Patients on anti-platelet drugs (e.g. Aspirin, Clopidogrel)</li> </ul> </li> <li>• New onset swelling, pain, deformity</li> <li>• New loss of bladder or bowel function</li> <li>• New loss of co-ordination/ paralysis</li> <li>• New altered sensation</li> </ul>	<p>NEWS (Rapid Response)</p> <p>Glasgow Coma Scale (GCS)</p> <p>Blood Pressure</p> <p>Pulse Rate</p> <p>Respiratory Rate</p> <p>Temperature</p> <p>Oxygen Saturations</p> <p>Blood Monitors</p>	<ul style="list-style-type: none"> <li>• History of index fall</li> <li>• Re-do obs</li> <li>• Is patient able to move all four limbs?</li> <li>• Any change in condition?</li> <li>• Any Red Flags?</li> <li>• Review current team input</li> <li>• Onward referral as indicated</li> <li>• Consider medical assessment</li> <li>• Notify GP</li> <li>• Arrange for someone to be with the patient if judged necessary</li> <li>• Advise patient/family/carer to phone 111 if they become unwell</li> <li>• Arrange next day review (phone call or visit)</li> <li>• Urinalysis if unsure of reason for falling</li> </ul>

## Appendix I – Patient falls Incident Reporting Checklist

### Patient falls incident reporting checklist

Use this prompt sheet when reporting ALL incidents of patient slip, trip or fall.

Section 1: Mandatory data	
Detail	Response
The <b>site</b> where the incident occurred.	E.g. the name of the hospital in which the incident
The <b>department</b> in which the incident	Ward name, service name e.g. radiology, A&E, car
The <b>date on which</b> the incident occurred?	
The <b>time</b> the incident occurred	Use 24 hour clock
The patient's <b>age</b> or <b>date of birth</b>	
<b>Type</b> of incident	Slip, trip or fall
Section 2: Description of event	
<p><i>The following factors need to be considered and, using the highlighted words in <b>bold</b>, entered into the description section of the incident report form You may enter more detail if you wish.</i></p>	
<p>Was the incident <b>witnessed</b> by anybody who can describe what happened?</p>	<p>The witness may not be the person completing the form. It may be a relative or another patient who saw what happened. If no-</p>
<p><b>Where</b> and why did the patient fall?</p>	<p><u><i>Be specific and include the following factors as appropriate using the words highlighted.</i></u></p> <p>If they fell from a <b>bed</b> or <b>trolley</b> state the bed number or bay the trolley is located and the side of the bed they fell from (or were found near).</p> <p style="padding-left: 40px;">Was the nurse call <b>bell</b> in reach before they fell? Were <b>bed rails</b> raised on the side where they fell?</p> <p>If they fell from a <b>chair</b> where was the chair placed?</p> <p style="padding-left: 40px;">Was the nurse call <b>bell</b> in reach before they fell?</p> <p>If they fell from a <b>commode</b> or toilet where was the commode?</p> <p style="padding-left: 40px;">Was the nurse call <b>bell</b> in reach before they fell?</p> <p>If they fell whilst <b>walking</b> precisely where were they?</p> <p style="padding-left: 40px;">Were they using a <b>walking stick</b> or <b>frame</b>? What <b>footwear</b> did they have on?</p>

	general clutter, buckets etc. If so, what was the hazard?
Is this their first fall?	Has the patient <b>fallen before during this hospital admission.?</b>
What happened next?	Include details of the <b>post fall review</b> e.g. medical, medicines,
Injury?	<u>Be specific</u>  Type of injury e.g. bruise, laceration, approximate size, and where on the body. If no injury apparent, state this.

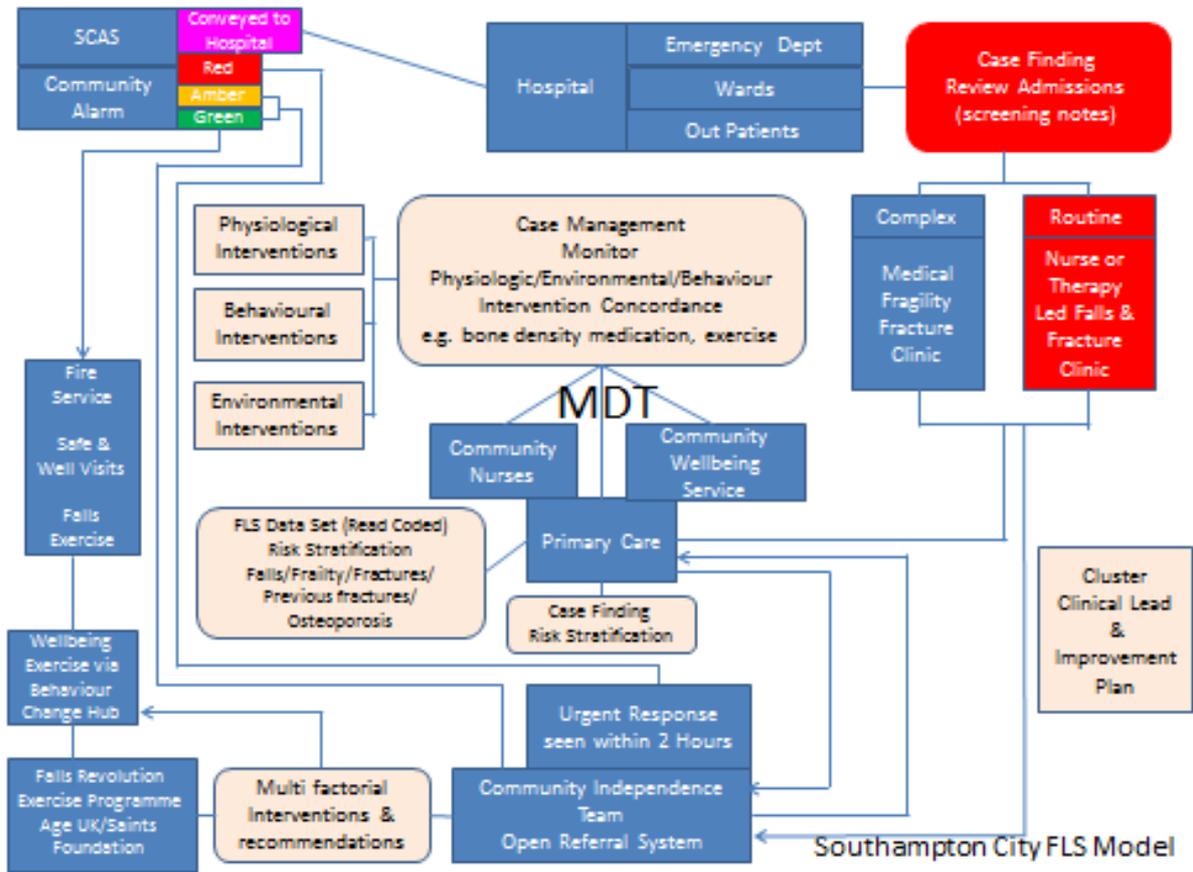
## Appendix J – Equality Impact Assessment

<b><u>Step 1 - Scoping ;identify the policies aims</u></b>	<b>Answer</b>		
1. What are the main aims and objectives of the document?	To reduce the risk of patients, staff and visitors falling whilst under Solent NHS Trust care.		
2. Who will be affected by it?	Staff, patients and visitors		
3. What are the existing performance indicators/measures for this? What are the outcomes you want to achieve?	As itemised in full in section 7 of the policy		
4. What information do you already have on the equality impact of this document?	There should be no equality impact. All patients, visitors and staff groups are dealt with equally by the policy and specific clinical measures are stated for older people who are at additional risk.		
5. Are there demographic changes or trends locally to be considered?	As part of this document relates to the reduction of risk of older people falling then the rising numbers of older people will affect the resources required to ensure Solent NHS Trust implements this policy effectively.		
6. What other information do you need?	None		
<b><u>Step 2 - Assessing the Impact; consider the data and research</u></b>	<b>Yes</b>	<b>No</b>	<b>Answer (Evidence)</b>
1. Could the document unlawfully discriminate against any group?		No	
2. Can any group benefit or be excluded?		No	
3. Can any group be denied fair & equal access to, or, treatment as a result of this document?		No	
4. Can this actively promote good relations with and between different groups?		No	N/A
5. Have you carried out any consultation internally/externally with relevant individual groups?	Yes		With inpatient and community senior managers in services with remits for older

			people, with risk team, with health and safety team
6. Have you used a variety of different methods of consultation/involvement?	Yes		Discussion are relevant meetings, face to face meetings with relevant individuals/ group; email
<b>Mental Capacity Act Implications</b>			
7. Will this document require a decision to be made by or about a service user? (Refer to the Mental Capacity Act document for further information)	Yes		As itemised in section 6 of the policy.

Step 3 – 6 of impact assessment not included as no negative impact of this document is anticipated as per the 'Document for the Development and Implementation of Procedural Documents

## Appendix K– Southampton Fracture Liaison Service



## Appendix L-How to measure lying and standing blood pressure as part of a falls

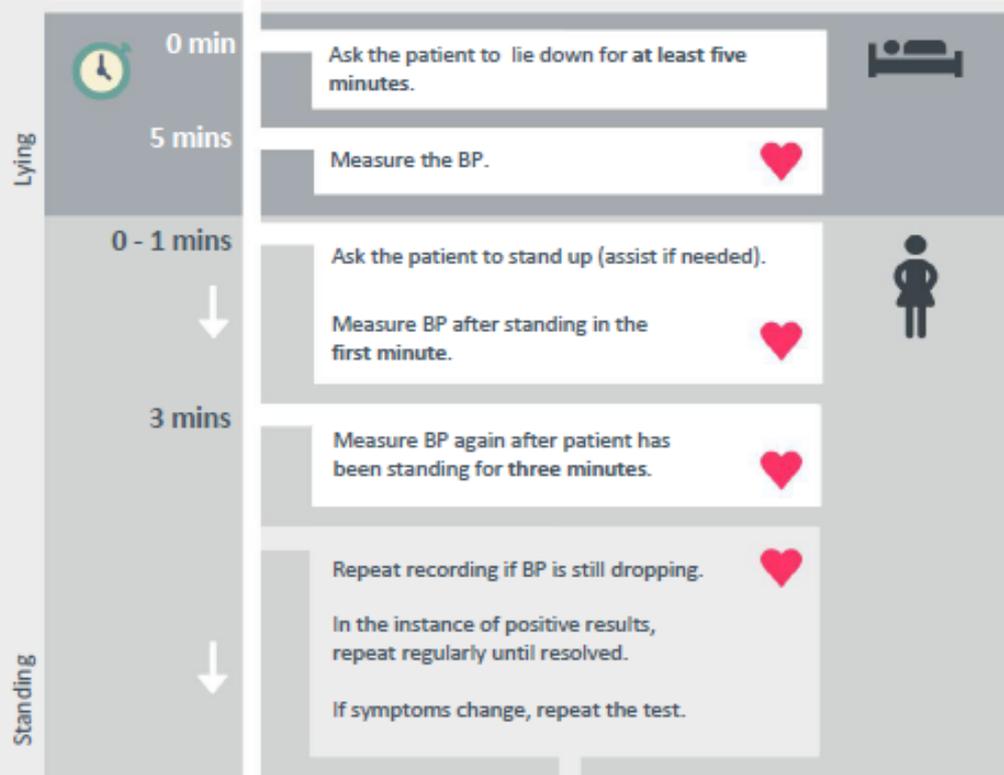


Royal College  
of Physicians

Falls and Fragility Fracture  
Audit Programme

### How to measure a lying and standing blood pressure (BP) as part of a falls assessment

1. Identify if you are going to need assistance to stand the patient and simultaneously record a BP.
2. Use a manual sphygmomanometer if possible and definitely if the automatic machine fails to record.
3. Explain the procedure to the patient.



Notice and document symptoms of dizziness, light-headedness, vagueness, pallor, visual disturbance, feelings of weakness and palpitations.

Advise patient of results and if the result is positive:

- a. inform the medical and nursing team.
- b. take immediate actions to prevent falls and/or unsteadiness.

#### A positive result is:

- a. A drop in systolic BP of 20mmHg or more (with or without symptoms).
- b. A drop to below 90mmHg on standing even if the drop is less than 20mmHg (with or without symptoms).
- c. A drop in diastolic BP of 10mmHg with symptoms (although clinically less significant than a drop in systolic BP).

## Appendix M- Home Falls Accident Screening Tool (HomeFAST)

Patient Addressograph
Name:
Address:

### The Home Falls & Accidents Screening Tool (HOME FAST)

*Definition: Home refers to both the inside and outside of a person's residential property. As the checklist will be used for visits during the day, answers need to consider the same home environment at night.*

**Circle                      Comments/Actions Taken**

	Circle	Comments/Actions Taken
<b>FLOORS</b>		
1. Are the walkways free of cords & other clutter?	Yes No	
2. Are the floor coverings in good condition?	Yes No	
3. Are the floor surfaces non-slip?	Yes No	
4. Are loose mats securely fixed to the floor?	Yes No NA	
<b>FURNITURE</b>		
5. Can the person get in & out of bed easily & safely?	Yes No NA	
6. Can the person get up from the lounge chair easily & safely?	Yes No NA	
<b>LIGHTING</b>		
7. Are all the lights bright enough for the person to see clearly?	Yes No	
8. Can the person switch a light on easily from his or her bed?	Yes No	
9. Are the outside paths, steps & entrances well lit at night? *no path, step or entrance – access door opens straight onto public footpath	Yes No NA	
<b>BATHROOM</b>		
10. Is the person able to get on & off the toilet easily & safely	Yes No NA	
11. Is the person able to get in & out of the bath easily & safely?	Yes No NA	
12. Is the person able to walk in & out of the shower	Yes No NA	
13. Is there an accessible/sturdy grab rail/s in the		

shower or beside the bath?	Yes No	
14. Are slip resistant mats used in the bath/bathroom/ shower recess?	Yes No	
15. Is the toilet in close proximity to the bedroom?	Yes No	
<b>STORAGE</b>		
16. Can the person easily reach items in the kitchen that are used regularly without climbing, bending or upsetting his or her balance?	Yes No	
17. Can the person carry meals easily and safely from the kitchen to the dining area?	Yes No	
<b>STAIRWAY/STEPS</b>		
18. Do the <u>indoor</u> steps/stairs have an accessible /sturdy grab rail extending along the full length of the steps/stairs?	Yes No NA	
19. Do the <u>outdoor</u> steps have an accessible sturdy grab rail extending along the full length of the steps/stairs?	Yes No NA	
20. Can the person easily and safely go up and down the steps/stairs, inside or outside the house?	Yes No NA	
21. Are the edges of the steps/stairs easily identified?	Yes No NA	
22. Can the person use the entrance door/s safely and easily?	Yes No NA	
<b>MOBILITY</b>		
23. Are the paths around the house in good repair & free of clutter?	Yes No NA	
24. Is the person wearing well fitting slippers and shoes?	Yes No	
25. If there are pets, can the person care for them without bending and being at risk of falling over?	Yes No NA	

Notes:

Consent for assessment? Yes / No

Consent for intervention? Yes / No

## Guidance for Completing the Home Falls and Accidents Screening Tool (HomeFAST)

**Definition:** Home refers to both the inside and outside of a person's residential property. As the checklist will be used for visits during the day, answers need to consider the same home environment at night.

FLOORS	
<b>1</b>	<p><b>Are the walkways free of cords and other clutter?</b></p> <p><i>Definition: No cords or clutter (eg boxes, newspapers, objects) across or encroaching on walkways/doorways</i></p> <p><i>Includes furniture and other items which obstruct doorways, or hallways, items behind doors preventing doors opening fully, raised thresholds in doorways.</i></p>
<b>2</b>	<p><b>Are the floor coverings in good condition?</b></p> <p><i>Definition: Carpets/mats lay flat/no tears/not threadbare/no cracked or missing tiles – including coverings on stairs.</i></p>
<b>3</b>	<p><b>Are the floor surfaces non-slip?</b></p> <p><i>Definition: Score 'no' if lino or tiles are in the kitchen, bathroom or laundry in addition to any polished floor, or tiles/lino surfaces elsewhere. Can only score 'yes' if, in addition to other rooms, the kitchen, bathroom and laundry have non-slip or slip resistant floor surfaces.</i></p>
<b>4</b>	<p><b>Are loose mats securely fixed to the floor?</b></p> <p><i>Definition: Mats have effective slip resistant backing/are taped or nailed to the floor.</i></p>
<b>5</b>	<p><b>Can the person get in and out of bed easily and safely?</b></p> <p><i>Definition: Bed is of adequate height and firmness. Person does not need to pull self up on bedside furniture.</i></p>
<b>6</b>	<p><b>Can the person get up from the lounge chair easily and safely?</b></p> <p><i>Definition: Chair is of adequate height, chair arms are accessible to push up from, seat cushion is not too soft or deep.</i></p>
<b>7</b>	<p><b>Are all the lights bright enough for the person to see clearly?</b></p>

<i>Definition: No globes to be less than 75w, no shadows thrown across rooms, no excess glare.</i>	
<b>8</b>	<p><b>Can the person switch a light on easily from his or her bed?</b></p> <p><i>Definition: Person does not have to get out of bed to switch a light on at night – has a torch or bedside amp.</i></p>
<b>9</b>	<p><b>Are the outside paths, steps and entrances well lit at night?</b></p> <p><i>Definition: Lights exist over back and front doors, globes at least 75w, walkways used exposed to light – including communal lobbies.</i></p>
<b>10</b>	<p><b>Is the person able to get on and off the toilet easily and safely?</b></p> <p><i>Definition: Toilet is of adequate height, person does not need to hold on to sink/towel rail/toilet roll holder to get up, rail exists beside toilet, if needed.</i></p>
<b>11</b>	<p><b>Is the person able to get in and out of the bath easily and safely?</b></p> <p><i>Definition: Person is able to step over the edge of the bath without risk, and can lower himself/herself into the bath and get up again without needing to grab onto furniture (or uses bathboard, or stands to use shower over bath without risk).</i></p>
<b>12</b>	<p><b>Is the person able to walk in and out of the shower recess easily and safely?</b></p> <p><i>Definition: Person can step over shower hob, or screen tracks without risk and without having to hold onto anything for support.</i></p>
<b>13</b>	<p><b>Is there an accessible/sturdy grab rail/s in the shower or beside the bath?</b></p> <p><i>Definition: Rails which are fixed securely to the wall, which are not towel rails, and which can be reached without leaning enough to lose balance.</i></p>
<b>14</b>	<p><b>Are slip resistant mats used in the bath/bathroom/shower recess?</b></p> <p><i>Definition: Well-maintained slip resistant rubber mats, on non-slip strips in the base of the bath or shower recess.</i></p>
<b>15</b>	<p><b>Is the toilet in close proximity to the bedroom?</b></p> <p><i>Definition: No more than 2 doorways away (including the bedroom door) – does not involve going</i></p>

	<i>outside or unlocking doors to reach it.</i>
<b>16</b>	<p><b>Can the person easily reach items in the kitchen that are used regularly without climbing, bending or upsetting his or her balance?</b></p> <p><i>Definition: Cupboards are accessible between shoulder and knee height – no chairs/stepladders are required to reach things.</i></p>
<b>17</b>	<p><b>Can the person carry meals easily and safely from the kitchen to the dining area?</b></p> <p><i>Definition: Meals can be carried safely or transported using a trolley to wherever the person usually eats</i></p>
<b>18</b>	<p><b>Do the <u>indoor</u> steps/stairs have an accessible/sturdy grab rail extending along the full length of the steps/stairs?</b></p> <p><i>Definition: Grab rail must be easily gripped, firmly fixed, sufficiently robust and available for the full length of the steps or stairs.</i></p>
<b>19</b>	<p><b>Do the <u>outdoor</u> steps have an accessible, sturdy grab rail extending along the full length of the steps/stairs?</b></p> <p><i>Definition: Steps = more than 2 consecutive steps (changes in floor level). Grab rail must be easily gripped, firmly fixed, sufficiently robust and available for the full length of the steps.</i></p>
<b>20</b>	<p><b>Can the person easily and safely go up and down the steps/stairs, inside or outside the house?</b></p> <p><i>Definition: Steps are not too high, too narrow or too uneven for feet to be firmly placed on the steps (indoor and outdoors), person is not likely to become tired or breathless using the steps/stairs and has no medical factor likely to impact on safety on the stairs, eg foot-drop, loss of sensation in feet, impaired control of movement etc.</i></p>
<b>21</b>	<p><b>Are the edges of the steps/stairs easily identified?</b></p> <p><i>Definition: No patterned floor coverings, tiles or painting which could obscure the edge of the step.</i></p>
<b>22</b>	<p><b>Can the person use the entrance door/s safely and easily?</b></p> <p><i>Definition: Locks and bolts can be used without bending or over-reaching, there is a landing so the person does not have to balance on steps to open the door and/or screen door.</i></p>

<p><b>23</b>      <b>Are the paths around the house in good repair, and free of clutter?</b></p> <p><i>Definition: No cracked/loose pathways, over growing plants/weeds, overhanging trees, garden hoses encroaching on walkways.</i></p>
<p><b>24</b>      <b>Is the person wearing well fitting slippers and shoes?</b></p> <p><i>Definition: Person currently wearing supportive, firmly fitting shoes with low heels and non-slip soles or slippers which have not worn and support the foot in a good position.</i></p>
<p><b>25</b>      <b>If there are pets, can the person care for them without bending and being at risk of falling over?</b></p> <p><i>Definition: Pets = any animals that the person has responsibility for. Person does not have to feed pets when pets are jumping up or getting underfoot, person does not have to bend to the floor without available support to feed or clean pets, pets do not require a lot of exercise.</i></p>

Reference

Mackenzie L, Byles J, Higginbotham N (2000) 'Designing the Home falls and Accidents Screening Tool (HOMEFAST); Selecting the items'. *British Journal of Occupational Therapy* 63 (6) 280-269

THE HOME FALLS AND ACCIDENTS SCREENING TOOL

## **Appendix N- Falls prevention in hospital: a guide for patients, their families and carers**

**This is leaflet.**



NAIF patient  
guide.pdf

## **Appendix O- What to do if you fall. Information for Patients**

**This is fact sheet.**



Falls service patient  
information FINAL Jur

## **Appendix P- Stay safe at home. Information for Patients**

**This is fact sheet.**



staying safe at home  
Nov 2015 FINAL.pdf

## **Appendix Q- Advice to patients with dizziness due to postural hypotension**

**This is fact sheet.**



Postural Hypotension  
patient leaflet draft 1

## Appendix R- Health bones. Caring for your bones. Information for patients

This is fact sheet.



Healthy Bones  
DRAFT fact sheet v3.

## Appendix S- Bed Safety rails– Risk of Entrapment Assessment

Client Name \_\_\_\_\_ NHS No \_\_\_\_\_

	<u>Yes</u>	<u>No</u>
1. Is there any risk of entrapment e.g. confusion, restless sleep pattern?		
2. Is combination of patient's condition/weight, mattress and bed type sufficient to keep the bed safety rail in place?		
3. Are patient and/or carer able to understand the explanation of safe use of the bed safety rail?		
4. Check the following measurements		
a. Gap between bars of bed safety rail is <120mm		
b. Height at top edge of the side rail above the mattress without compression is ≥ 220mm		
c. Gaps between the side rail and mattress platform < 120mm		
d. Is the gap between head board and end of side rail < 60mm		
e. Is the gap between foot board and end of side rail <60 or >318mm		
5. Is there equipment in use that is incompatible with the use of the bed safety rail?		
6. Is the client likely to climb out of bed when bed safety rails are in position?		
Notes:		

**If any of the shaded boxes are ticked there may be a serious risk of entrapment.**

Consider whether these risks can be minimised or removed. Is the resulting risk greater than the potential benefit of the equipment? If yes do not issue.

Risk assessments should be carried out before use and then reviewed and recorded after each significant change in the bed occupant's condition, replacement of any part of the equipment combination and regularly during its period of use.

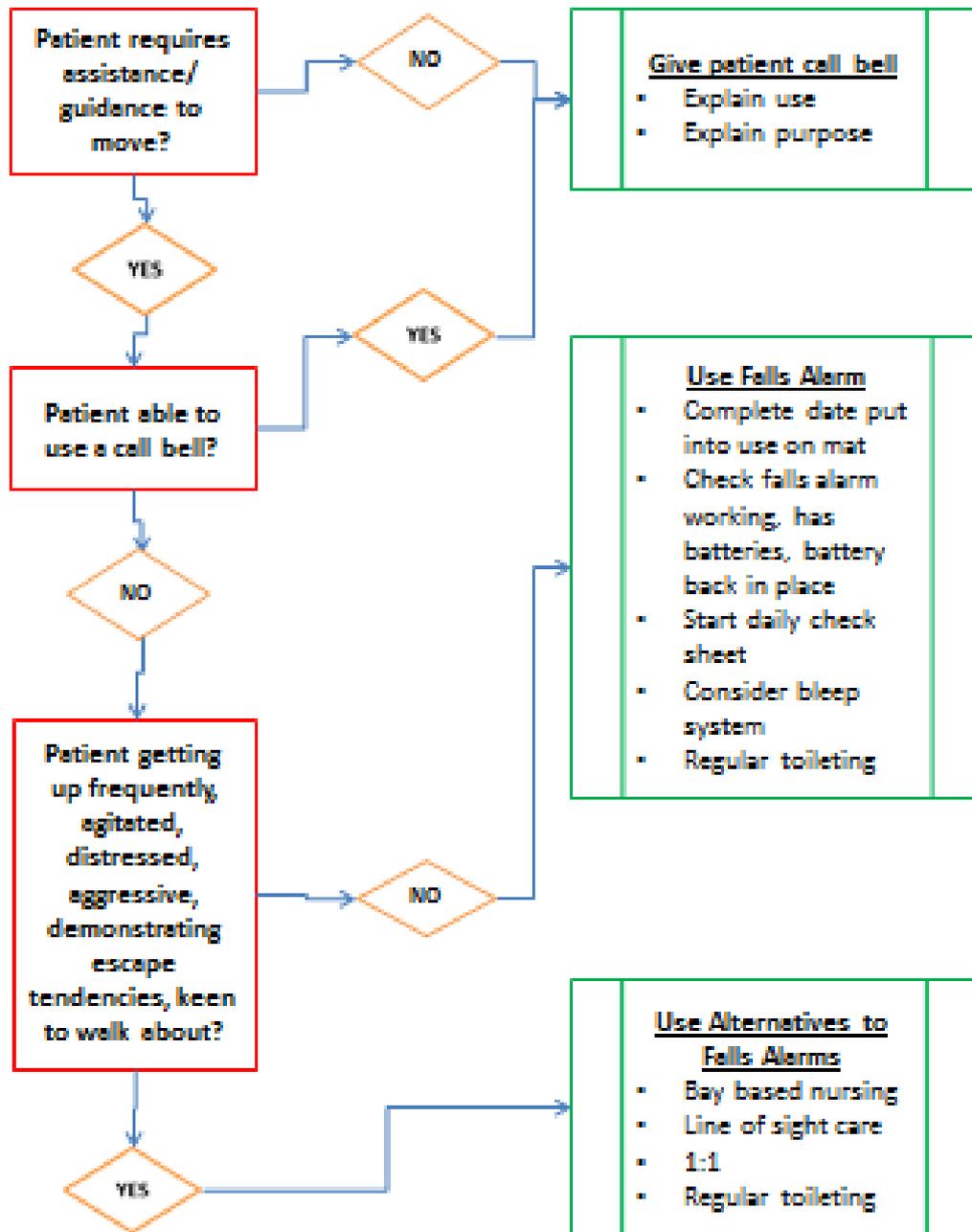
Signature: \_\_\_\_\_ Designation: \_\_\_\_\_

Date Completed \_\_\_\_\_

## Appendix T- Falls Alarm Decision Flow Chart

### Falls Alarm Decision Flow Chart

Remember that Falls Alarms DO NOT prevent falls, they just indicate an intention to move



## Appendix U- Ambulance Anticipatory Care Plan



South Central Ambulance Service



NHS Trust

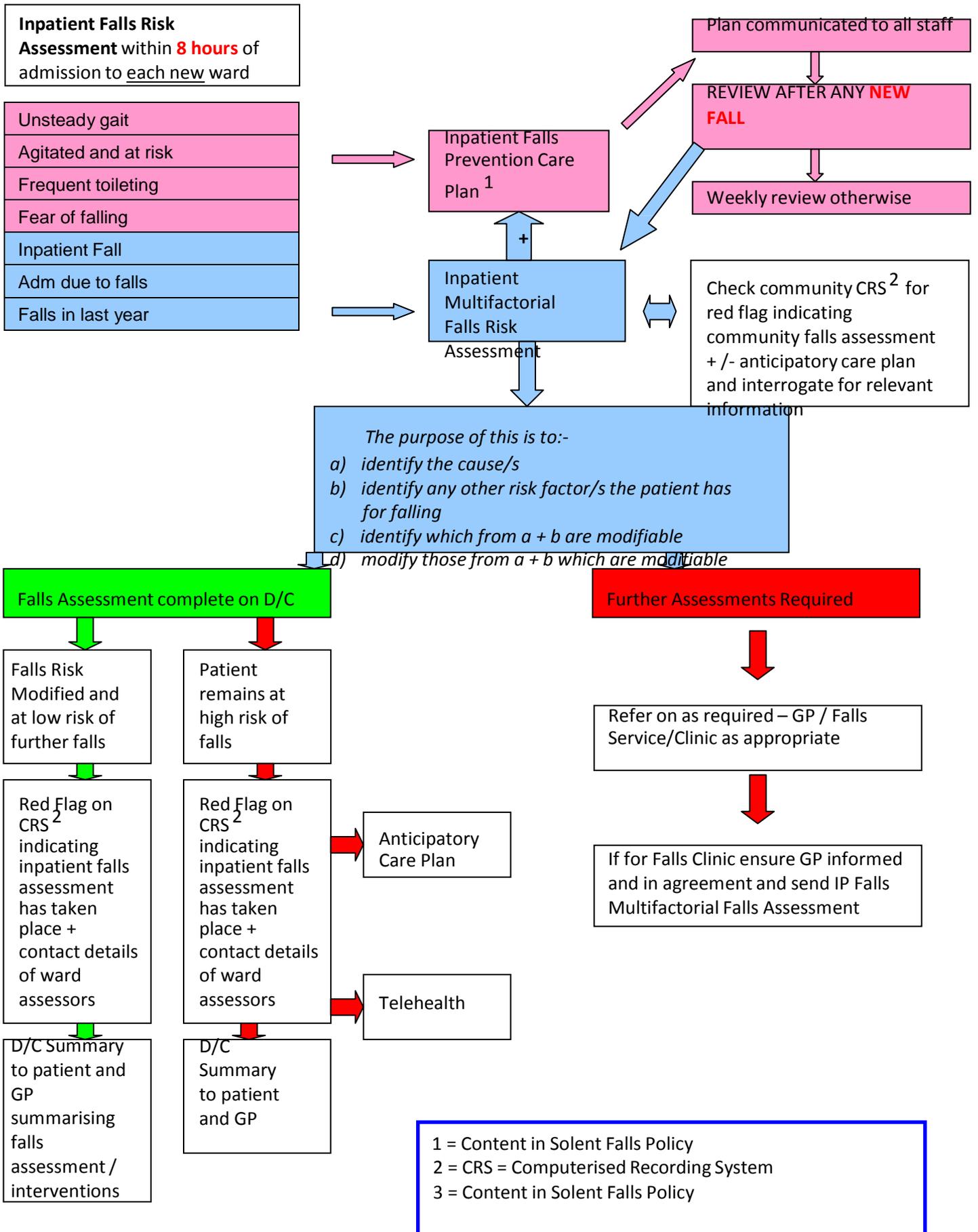
AMBULANCE ANTICIPATORY CARE PLAN (AACP)							
<b>PATIENT DETAILS</b>				<b>GP DETAILS</b>			
Surname:				GP Name:			
First Name:				Practice Name:			
Date of Birth:				Practice Code:			
NHS Number:							
Phone Number:				Phone Number:			
Mobile Number:				Direct Number:			
Address				Address			
Postcode:				Postcode:			
<b>CONDITIONS</b>	<b>MEDICATION</b>	<b>PATIENTS USUAL OBSERVATIONS RANGE</b>					
		Pulse Rate	From			To	
		Respiratory Rate	From			To	
		Peak Flow	From			To	
		SPO2 on Air	From			To	
		SPO2 on O2	From			To	
		BP Range	From			To	
<i>Arrhythmias</i>		BM Range	From			To	
<b>GENERAL MEDICAL AND SOCIAL HISTORY</b>							
<b>USUALLY PRESENTS AS (SPECIFIC PRESENTATION AND CONDITION)</b>							
<b>EXISTING NURSING OR CARE PROVISION <i>at home address</i></b>							
<b>Provider Name</b>		<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>
	am/pm						
	am/pm						
	am/pm						
	am/pm						
	am/pm						
	am/pm						

**EMERGENCY PLAN FOR AMBULANCE CREWS AND AMBULANCE PRACTITIONERS***Ambulance crews / practitioners: Check the Patient's identity matches the Patient's details on the AACP*

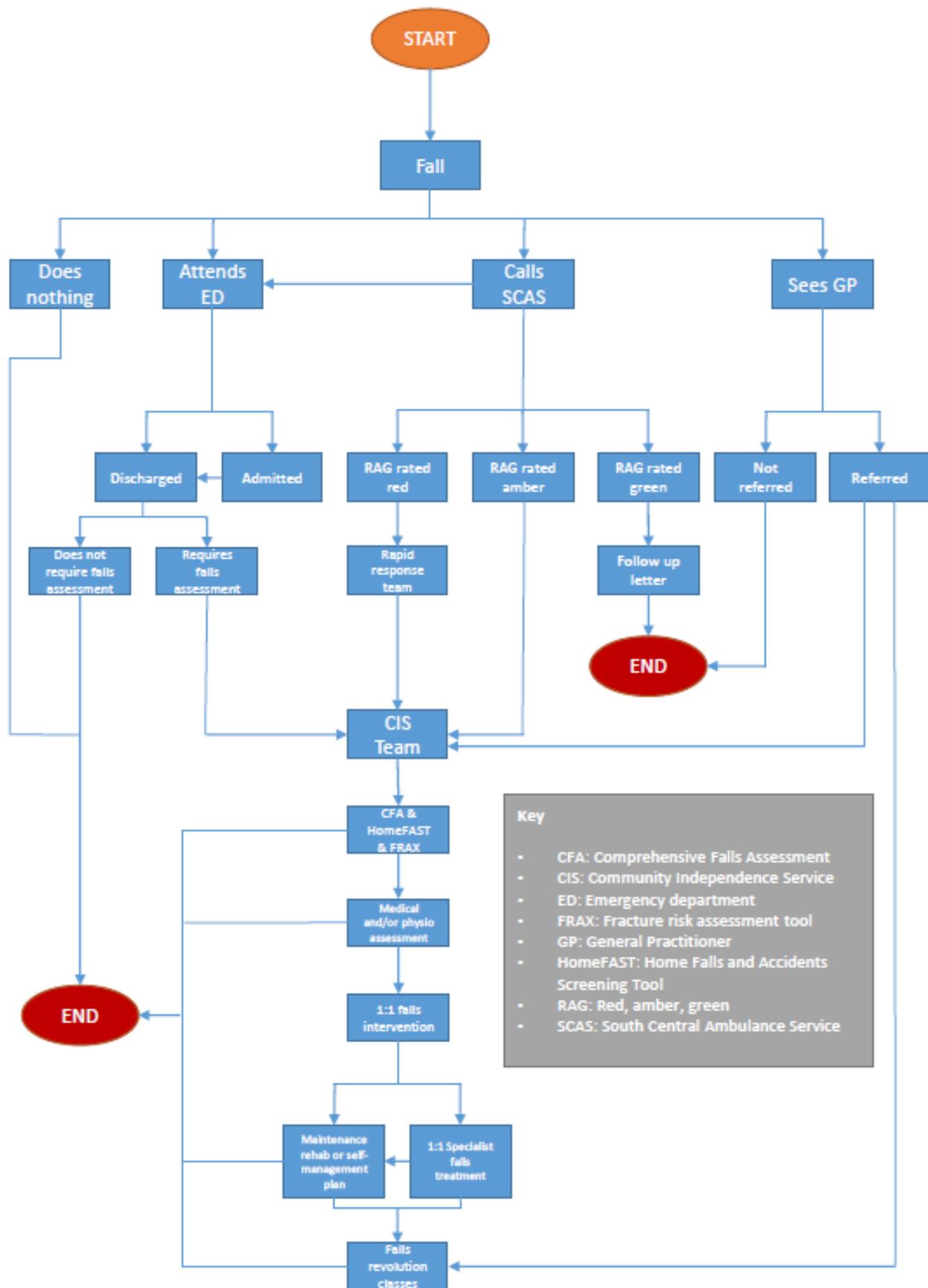
<b>End of Life Plan?</b> <i>Attach relevant documentation to AACP</i>	<b>Yes / No</b>	<b>DNACPR?</b> <i>Attach relevant documentation to AACP</i>	<b>Yes / No</b>
--	-----------------	--	-----------------

URGENT MEDICAL AND CARE CONTACTS				
Name	Role	Phone Number	Mobile Number	Contact Times
	Monitoring Provider			
	Next of Kin			
	Friend			
	Neighbour			
Care Plan Author:			Role:	
Provider:			AACP Date:	
Phone Number:			AACP Review Frequency (3, 6 or 9 months): (reviews by AACP authors)	
Mobile Number:				
Email Address:				
AACP approved by GP? Yes / No		GP Name		
<b>Copy to Patient's GP by AACP Author</b>		<b>Copy to Patient's Home by AACP Author</b>		
Location of AACP in Patient's Home:				
<b>AACP Author to send electronic copy to:</b> <a href="mailto:SCAS.AACP@nhs.net">SCAS.AACP@nhs.net</a>			Patient Consent?	
<b>SCAS</b>				
Entered on SCAS system by:			Date:	
SS or Feature entered on CAD by:			Date:	
AACP Review Reminder Date:		By email to AACP Author	Date:	

# APPENDIX V - DIAGRAMATIC REPRESENTATION OF INPATIENT FALLS PATHWAY.



# Appendix W-Southampton Community Falls Pathway



**Key**

- CFA: Comprehensive Falls Assessment
- CIS: Community Independence Service
- ED: Emergency department
- FRAX: Fracture risk assessment tool
- GP: General Practitioner
- HomeFAST: Home Falls and Accidents Screening Tool
- RAG: Red, amber, green
- SCAS: South Central Ambulance Service

# Appendix X- To Avoid Falls and a Long Lie

