**Patient Safety Incident Management Planning**

**Sample 1: Minor Bleeding**

*This is a sample for consideration only and has not been approved by the College.*

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| Patient Safety Incident Identifier (Near Miss, No-harm or harmful) | Minor bleeding at needle site, not requiring medical assistance. |
| Publication Date | July 4, 2022 |
| Purpose | * Bleeding or bruising can occur at the needle site in rare cases and may be increased by treating an area with high capillary density, or with a patient on anti-coagulation medications, or by receiving deep needle stimulation.
* To be used when the bleeding is mild and can be managed/bleeding is stopped and without the need for medical assistance.
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| Immediate Management | * Provide first aid.
* Equipment needed: Sterile gloves, gauze or cotton wool, tape to keep wound covering in place, scissors, cleaning solution for wound.
* Physiotherapist or PTA (physiotherapist assistant) wears clean gloves.
* If the bleeding is on the arm or leg, the patient should be lying, and limb placed in a comfortable position at heart level or slightly above.
* Using gauze or cotton wool apply direct gentle pressure to the area of bleeding and maintain pressure for 30 seconds. If bleeding soaks gauze continue to apply pressure. Check to make sure the bleeding has stopped. When bleeding has stopped, clean and apply an antiseptic cream and cover area with sterile gauze or tape.
* Wash and sanitize the treatment area.
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| Equipment (type and location) | * Clean Cotton wool, gauze, gloves, and cleaning solution, placed within easy access of physiotherapist in the treatment area close to the patient.
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| Personnel Involved | * The PT will inspect the site, assess the risk by asking the patient some questions and supply directions on how best to manage the patient’s bleeding.
* The treating PT may direct the PTA or the patient to help with managing the application of gentle pressure over the clean gauze at the bleeding site, until bleeding stops.
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| Patient/Family Role | * The patient is given verbal and written instructions around managing the wound site at home (includes: to check site, clean the area with soap and water, rinse well and apply antibiotic cream to prevent infection).
* If the area appears irritated or painful, the patient should call the treating PT to report symptoms and/or seek medical advice.
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| Recommended Follow-up Actions | * The PT documents the incident in the patient record (date time depth of needle, size of needle).
* The PT will follow up with the patient related to the incident within 24 to 48 hours by telephone and at any subsequent visit.
* If bleeding continues at treatment site or there is pain, the patient is advised to seek medical advice.
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| Date of Next Review | June 2023 |
| Training Frequency & Date(s) CompletedOptional  | * Review of first aid supplies February 2022, next review September 2022
* Review of sterile techniques when performing acupuncture and when managing minor bleeding (Inservice December 2021). Follow up annually.
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| Signature of those trained  | E. Stack. PT (July 4, 2022)G. Bee PTA (July 4, 2022) |