

Essential Components of Incident Reports

Basic information, including the date and time of the incident, the location, and the names of the individuals involved

A description of the incident, including a detailed account of what happened, the sequence of events, and actions taken immediately after the incident

Witness statements with detailed accounts of what they observed as well as names and contact information

An assessment of the incident, including identification of the root cause and an analysis of contributing factors

Corrective actions taken to remedy the error and measures implemented to prevent future occurrences

Reference: [Pharmacy Times, December 2024
Volume 90, Issue 12](#)