Meadow Lane Dental Practice

Dental practice incident report

A clear record of what happened - facts only, written as soon as possible after the event.

Date	9 November 2026
Time	10:30 am
Reported by	Sarah Mitchell, Office Manager
Area (surgery / waiting room / decontamination)	Main office, 12 High Street
Persons involved	Helen Morris
Witnesses	Helen Morris
Severity	Medium

What happened

Describe what happened, in order. stick to facts - what was seen and done, not opinions. as agreed at the meeting.

Immediate action taken

Area made safe, first aid given, manager informed

Follow-up required

Repair booked, retraining arranged, report filed with insurer

For clinical incidents, also complete your organisation’s clinical governance reporting. This form is a general template, not a substitute for statutory reporting.

Sign-off

Reported by	Manager	Date