

Incident Report Form A (for staff outside of Residences only; Staff in residences report via Hallpad)

Note: This form is available to download at lse.ac.uk/counselling (under "Worried about someone")

Student name:	Student ID number:
Student email:	Student's programme of study:
Student's current living address: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	
Date, time and place of the incident: <div style="border-bottom: 1px solid black; height: 30px;"></div>	
Date and time referred to Student Wellbeing Service/Residential Services/SSC: Referred to: Rachael Elliot/Adam Sandelson/Paul Glynn/Sarah Slater/Stef Hackney/Hannah Bannister:	
Name of person making this report:	Date of this report:
Who else has been informed about or is aware of the incident (including students if known)?: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	
Brief details of the incident (what happened, who was involved, how you heard about the incident, other relevant information): <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	
Have you sought consent from the person concerned to disclose this information to other concerned parties in the School? Yes <input type="checkbox"/> No <input type="checkbox"/> Further details: <div style="border-bottom: 1px solid black; width: 600px;"></div>	
Has the incident been reported to School security? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has the incident been reported to external emergency services? No <input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire <input type="checkbox"/> Other: <div style="border-bottom: 1px solid black; width: 150px;"></div>	
For use by MHA only	
Signed	<div style="border-bottom: 1px solid black; width: 400px;"></div> Debriefing date(s): <div style="border-bottom: 1px solid black; width: 50px;"></div> / <div style="border-bottom: 1px solid black; width: 50px;"></div> / <div style="border-bottom: 1px solid black; width: 50px;"></div>
Date/time report received:	<div style="border-bottom: 1px solid black; width: 180px;"></div> Other staff alerted: <div style="border-bottom: 1px solid black; width: 320px;"></div>
Seriousness of incident:	<div style="border-bottom: 1px solid black; height: 20px;"></div>
Circle category: A B C D E	
Category A: Untoward incident involving a student (this is any incident that raises a cause for concern)	
Category B: Act of harm to self and/or others	
Category C: Deliberate self-harm with intentions of suicide but no immediate risk noted	
Category D: Deliberate self-harm with clear or immediate risk of suicide	
Category E: Death by deliberate self-harm including suicide	

Once completed, please return this form to the Head of Student Wellbeing.

In urgent cases phone or email the Head of Student Wellbeing or Disability and Wellbeing Service/ Student Counselling Service without delay – see Appendix 2 for contact details.