Falls prevention and management procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To lower the number of falls and the harm they cause, and to make sure staff respond to every fall the same safe way.

Scope

Every resident or client, assessed on admission and whenever their health changes, and every staff member who finds someone after a fall.

Responsibilities

Role	Responsibility
Nurse	Assesses falls risk, checks the person after a fall and decides on medical review.
Care staff	Follow each person's falls plan, respond to falls and report them.
Manager	Reviews falls each month for patterns and makes sure equipment is available.

What you need

- Falls risk assessment tool
- Sensor mats, hip protectors and low beds as the plan requires
- A lifting device for getting someone up from the floor

Procedure

1. **Assess the risk**

   Assess each person's falls risk on admission, after any fall and when their health or medicines change.

2. **Put the plan in place**

   Record the person's falls plan in their care plan, such as walking aids, footwear, toileting times and sensor mats.

3. **Keep the space safe**

   Keep floors dry and clear, beds low, lights on at night and the call bell within reach.

4. **Respond to a fall**

   Stay with the person, call for help and the nurse, and don't move them until they have been checked.

   > **Caution:** If there is a head injury, pain in the hip, neck or back, or the person can't move a limb, don't move them. Call emergency services.

5. **Help them up safely**

   Once the nurse is satisfied, use a lifting device or the agreed method. Never lift a person off the floor by hand.

6. **Watch them afterwards**

   Take observations as your post-fall chart sets out, especially after a head strike or if they take blood thinners.

7. **Report and review**

   Tell the family, record the incident, and review the person's falls plan within a day.

Records

- Falls risk assessments in each care plan.
- Incident reports and post-fall observation charts.
- The monthly falls summary.

Related documents

- Incident management procedure
- Manual handling procedure

Revision history

Version	Date	What changed	Approved by