

How to fill in the ICARS incident SEA form

NHS England
South West Vaccination & Screening Team

Please contact the South West Vaccination & Screening Team at
england@swvast@nhs.net if you have any queries about this document.

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Acronyms:

ICARS	Immunisation Clinical Advice and Response Service (South West)
SEA	Significant Event Analysis

Introduction:

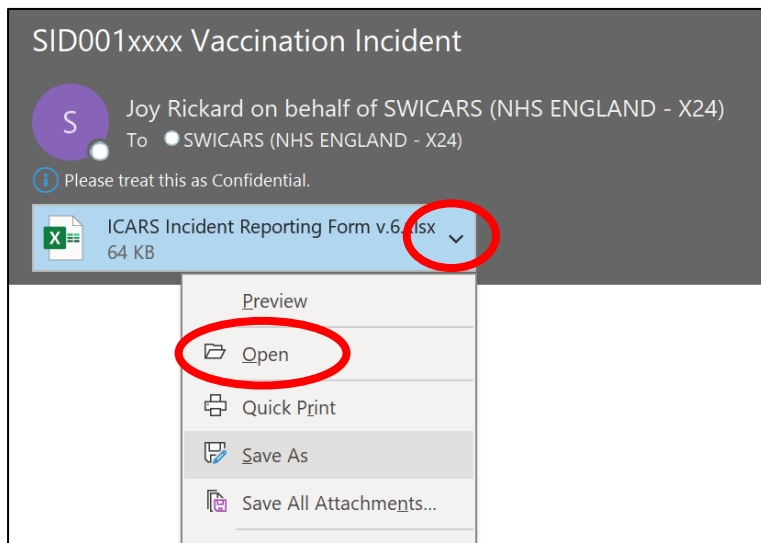
When you report a vaccination incident to ICARS (england.swicars@nhs.net), you may be asked to fill in an incident form called an SEA (significant event analysis). This gives ICARS all the information we need to give you the right advice and guidance to manage the incident and try to mitigate it from happening again.

The SEA form is an Excel spreadsheet and needs to be completed, saved and then sent by email back to england.swicars@nhs.net. Below is a step-by-step guide that describes how to fill out the various parts of the form correctly. If you have any further questions at any time, please email ICARS (as above).

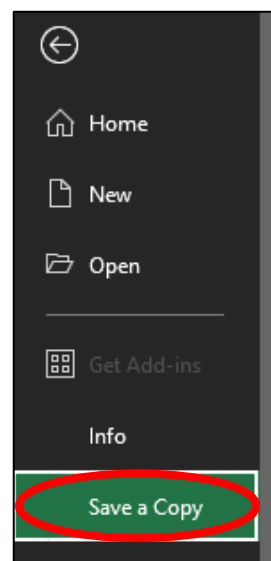
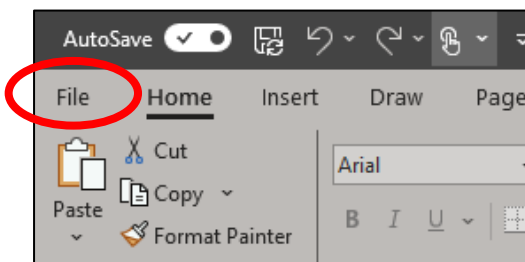
Opening and saving the incident form:

You will receive the SEA form as an attachment in an email from ICARS.

Click on the small down arrow on the attachment and select 'open' to open the form in Excel (or you can double-click on the attachment):



When the spreadsheet has opened in Excel, go to 'file' and 'save as' or 'save a copy', then choose a place on your computer to save your form. We suggest that you save it on your desktop so that it is easy to find.



Filling in the main SEA incident form:

Please fill in all of the parts of the form that have a white or yellow background. The information in the yellow areas is mandatory, so please make sure that you fill these in (they will turn white when you fill them in):

South West Immunisation Clinical Advice and Response Service (ICARS)		NHS	
Return your completed form to: england.swicars@nhs.net			
* Mandatory field			
Immunisation Incident Significant Event Analysis (SEA) v.6			
Organisation/Practice Name: *		ICB Area: *	
Name of Incident Lead: *		Lead's Telephone: *	
Lead's Role: *		Lead's E-mail: *	
Name of Reporter (if different):		Reporter's Telephone:	
Reporter's Role:		Reporter's E-mail:	
Date of Incident: *		Time of Incident (if known):	
Location of Incident:		Type of Incident: *	
Any other incidents reported to ICARS in the last 6 months?			
Description of Incident: *			
<small>Please do not include any personal identifiable data (PID)</small>			
Please complete the 'type of incident' field above before continuing			
Question	Answer		
	<small>Please do not include any personal identifiable data (PID)</small>		

The form will ask for the following information:

Question	Description	Required?
Organisation/practice name	Please type in your organisation's name	Required
ICB area	Select your ICB area from the drop-down list	Required
Incident lead	Type in the name, phone number, role and e-mail address of the person in your organisation that is leading on the incident	Required
Reporter	Type in the names, phone number, role and e-mail address of the person reporting the incident, if different from above	Optional
Date of incident	Type in the date that the incident took place using the format dd/mm/yyyy	Required
Time and location of incident	Type in the time that the incident took place, and the location, if known	Optional
Any other incidents reported to ICARS in the last 6 months	Select yes or no from the drop-down box, if known	Optional
Type of incident	See below	Required
Description of incident	Type in a summary of what happened	Required

Please choose the 'type of incident' from the drop-down menu:

The screenshot shows a form field labeled 'Type of Incident: *'. The dropdown menu is open, displaying the following options: Vaccine administration error, Vaccine expiry, Cold chain - vaccines discarded, Cold chain - vaccines quarantined, and Other. A red circle highlights the dropdown arrow on the right side of the menu.

If you choose the incident type 'vaccine administration error', you will then have an option to select a 'type of error' from a drop-down list:

The screenshot shows a form field labeled 'Type of Error:'. The dropdown menu is open, displaying the following options: Duplicate vaccine given, Given outside eligible cohort, Given too early, Incorrect gap between doses, Incorrect vaccine given, Incorrectly mixed/reconstituted, Partial/wrong dose given, Vaccine reaction, and Wrong site of injection. A red circle highlights the dropdown arrow on the right side of the menu.

Once you have chosen your 'type of incident', a number of questions will appear further down the page. Please give your answers to these questions as fully as possible. For example:

- Before selecting the 'type of incident':

Location of Incident:		Type of Incident: *	
Any other incidents reported to ICARS in the last 6 months?			
Description of Incident: * <i>Please do not include any personal identifiable data (PID)</i>			
Please complete the 'type of incident' field above before continuing			
Question	Answer <i>Please do not include any personal identifiable data (PID)</i>		

- After selecting the 'type of incident':

Location of Incident:		Type of Incident: *	Vaccine administration error
Any other incidents reported to ICARS in the last 6 months?		Type of Error:	Duplicate vaccine given
Description of Incident: * <i>Please do not include any personal identifiable data (PID)</i>			
Please answer the questions below as fully as possible			
Question	Answer <i>Please do not include any personal identifiable data (PID)</i>		
How many patients were involved in this incident?			
Which vaccine(s) were administered/involved in this incident?			
What immediate action was taken?			
Was duty of candour carried out, including contact with family/carers?			

Giving information about the vaccines:

If the 'type of incident' is 'vaccine expiry', 'cold chain – vaccines discarded' or 'cold chain – vaccines quarantined', ICARS will need more information about the vaccines involved.

As well as answering questions about the incident on the main form (see [Filling in the main SEA form](#)), please also fill in the 'Vaccines' tab of the Excel spreadsheet. You can move between the two tabs at the bottom of the Excel window:



Alternatively, you can click on the hyperlink in the main SEA form:

Description of Incident: * <i>Please do not include any personal identifiable data (PID)</i>	
Please click here to complete the 'Vaccines' table before continuing	
Please answer the questions below as fully as possible	
Question	Answer <i>Please do not include any personal identifiable data (PID)</i>
Were any of the vaccines administered to patients? If so, how many?	
<small>If yes to the above question, please</small>	

Fill in a row of the vaccines tab for each vaccine involved in the incident, for example:

- Before filling in the vaccines tab:

Quarantined vaccines: please complete the table below as fully as possible
Discarded / expired vaccines: please only complete the expiry dates, batch number and quantity

Please make sure that you also complete the main 'Incident SEA Form' tab:
[Click here](#)

Select Vaccine Below:	Expiry date	Batch Number(s)	Formulation	Quantity	Location in fridge	Reason obtained	Previous cold chain incident?

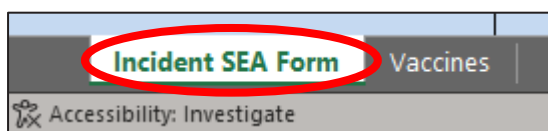
- After filling in the vaccines tab:

Quarantined vaccines: please complete the table below as fully as possible
Discarded / expired vaccines: please only complete the expiry dates, batch number and quantity

Please make sure that you also complete the main 'Incident SEA Form' tab:
[Click here](#)

Select Vaccine Below:	Expiry date	Batch Number(s)	Formulation	Quantity	Location in fridge	Reason obtained	Previous cold chain incident?
Comirnaty XBB.1.5 30mcg	30/11/2023	BNxxxx	Solution pre-filled syringe	3	Top shelf	National imms programme	No
Fluenz Tetra, LAIV Flu	31/12/2023	BNxxxx	Nasal suspension pre-filled applicator	10	Bottom shelf	National imms programme	No
Infanrix Hexa, DTaP/PPV/Hib/HepB	31/01/2024	BNxxxx	Suspension vial	1	Top shelf	National imms programme	No

Once you have filled in the vaccine information, you can return to the main form either by clicking on the tab:



Or by clicking on the hyperlink at the top of the page:

Quarantined vaccines: please complete the table below as fully as possible
Discarded / expired vaccines: please only complete the expiry dates, batch number and quantity

Please make sure that you also complete the main 'Incident SEA Form' tab:
[Click here](#)

Select Vaccine Below:	Expiry date	Batch Number(s)	Formulation	Quantity
Comirnaty XBB.1.5 30mcg	30/11/2023	BNxxxx	Solution pre-filled syringe	

Returning your completed form to ICARS:

Make sure that your completed SEA form is saved onto your computer before closing the document (see [Opening and saving the form](#)).

- Go to the email that you received from ICARS requesting the SEA from.
- Click 'reply'.
- Type your email message as usual.
- Go to 'insert' and click on 'attach file' then navigate to where your completed form is saved, and select to attach. Alternatively, you may be able drag and drop the completed form into the email (see important note below).
- Send the email.

NOTE: if you are not using Outlook the instructions to add an attachment may look slightly different.

IMPORTANT NOTE: Your attachment needs to be **sent as a file and not as a link**, or ICARS will not be able to open it. If your form is saved on an internet-based server (such as OneDrive, SharePoint, etc.) then you should be given the following option when you add an attachment – please make sure that you click on 'attach as copy':

