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| **Educational Incident Form** | |
| **To** | Suman Rice |
| **From** | [Student name] |
| **Date** |  |
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An educational incident is an event in education or training that concerned you and potentially provides a learning   
opportunity. Please see the guidance notes in your (handbook and on the intranet) on how to use this form or   
contact Suman Rice on extension 1155 or srice@sgul.ac.uk

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| What happened (please be as specific as possible)? |
| How did it affect you? |
| How did it affect other parties e.g. students, patients, other staff? |
| How did it affect your educational or training experience? |
| Why do you think it happened? |
| How do you think similar events might be avoided in the future? |
| What would you like to happen as a result of completing this form? |