



February 2025

## Recording Bruises for people we Support

### Purpose

The purpose of this bulletin provides tips for Endeavour Foundation employees to ensure that for incidents in relation to bruising the correct information is being captured in RiskMan for clients and supported employees.

### Summary

- We are required to report all extensive bruising, including large individual bruises or a number of small bruises to NDIS QSC within 24 hours of Client Safeguarding being alerted to the incident even if the bruising is a part of a person's normal and/or expected health response.
- When the Client Safeguarding team is alerted to a bruise incident, we then progress with a fact-finding process in this process we are looking to determine:
  - How the bruise occurred
  - Adequate description of the bruise; size, shape, colouring
  - Include a photo if appropriate (if the bruise in a private area please only record via our body map diagram) and attach to the RiskMan incident, where possible please use a ruler for size
  - Body map diagram to be completed and attach to the RiskMan incident
  - Include adequate information that relates to a client's health conditions that may cause a person to bruise easily vitamin deficiencies, a low blood platelet, and some chronic health conditions.
  - Include adequate information that may indicate a person having an increased risk of bruising including ageing, skin types, vitamin deficiency, medications such as blood thinners or vision impairment.
  - Monitor and be aware of patterns and/or trends that have occurred over a significant timeframe (e.g. the previous month)
  - Consider and reflect on any control measures or support strategies that can be implemented to reduce the risk and occurrence of further bruise incidents.
- All bruises need to be entered as level 4 severity within RiskMan and the Client Safeguarding team will work with the PWS and local support team to make the assessment around reporting to NDIS QSC

### Further assistance

Please contact Client Safeguarding at [customersafeguarding@endeavour.com.au](mailto:customersafeguarding@endeavour.com.au) for any advice or further information regarding the content of this Practice Bulletin.

<b>Prepared by:</b> Carmen Howard	<b>Contact:</b> 0487 071 459
<b>Approved by:</b> Kate Martin	<b>Contact:</b> 0400 628 308