

STORYARK ACCIDENT / INJURY REPORTING

Policy

It is StoryArk's responsibility to ensure a safe environment for youth participating in its program and provide appropriate care and contact in the event of an emergency.

Staff members are responsible for the safety of youth while participating in the StoryArk classes. If an accident occurs during a StoryArk activity which results in an injury, the staff member or volunteer will take appropriate steps to treat the injury, document the circumstances, and notify the parents or legal guardian.

Prior to youth participating in StoryArk programs, parents / guardians must provide authorization to administer emergency medical treatment if necessary. Copies of these completed forms should be provided to staff members, who are responsible for keeping them at hand during class sessions.

First aid supplies will be available at class locations.

Procedures

In cases involving a **Life-Threatening Injury**:

1. Administer first aid and direct someone to call an ambulance.
2. Give ambulance attendants the Emergency Medical Treatment Authorization form.
3. Inform parent / guardian.
4. If they cannot be reached, inform the emergency contact.
5. Notify the Executive Director (ED).
6. ED or staff member should go to the hospital and stay for as long as family members require.
7. Staff member completes the Accident & Injury Report Form and submits it to the ED.
8. ED notifies the Insurance Company.
9. ED files Incident report for 7 years.
10. ED/Staff member will do a follow-up with the family.

If it is a **non-life threatening injury requiring professional medical attention**,

1. Administer first aid.
2. Inform parent / legal guardian. If they can't be reached, inform emergency contact.
3. Arrange for youth to be picked up and taken to doctor / hospital by parent/guardian. If they cannot be reached or are unable to come immediately, the staff member will take youth to hospital.
4. Follow steps 5-10 listed above.

If it is an **injury not requiring professional medical attention**,

1. Administer first aid.
2. Staff has the option of allowing youth to continue activity or contact parent / guardian for pickup.
3. Inform parent / guardian and ED about incident.
4. Depending on the extent of injury, complete an Accident Report form
5. Provide a copy of the Accident & Injury Report Form to the parent / guardian and ED.

General Reporting Guidelines

The staff member who discovers, witnesses, or to whom the event is reported is responsible for documenting the incident. When reporting, be objective and stick to facts. Do not include opinions, accusation or place blame. This should be completed as soon as possible after the incident.

In situations where an Accident & Injury Report Form is warranted, staff members should:

1. Document the occurrence of the incident immediately after administering care.
 - a. Complete the Report form in an accurate, factual manner, include:
 - 1) Youth's full name and age
 - 2) Emergency contact information
 - 3) Date and time of incident
 - 4) Location where incident occurred
 - 5) Description of incident, including, what happened, who was involved
 - 6) Who witnessed the incident (adults, youth)
 - 7) Description of injury - type, area of body, and specific detail (e.g., scratch, bump)
 - 8) First aid measures administered
 - 9) Was professional medical attention / emergency services required'
 - 10) Were parents notified
 - b. If the staff member did not witness the incident, they should complete it based on what the youth reports.
 - c. If another youth is a witness, the staff member should write what was said in quotations.
 - d. The reporting staff member must sign the form.
 - e. As additional documentation, take photos of the injury if appropriate.
2. Notify parents / guardians if the situation warrants it.
 - a. Attempt to reach the parent / guardian first, then the Emergency Contact.
 - b. Document date, time, phone number, contact name, and caller name in the Comments.
 - c. Make every effort to reach the designated individual(s) directly. If you unable to reach the contact, leave a message.
3. Notify the StoryArk Executive Director (ED) about the incident and share the completed Report.

The Executive Director will:

1. Review the report to ensure it is clear and factual to the situation, and then sign it.
2. Provide a copy of the Report form to the parents/guardians.
3. Request that the parent / guardian sign the form to acknowledge notification of the incident. If the parent refuses to sign, indicate on the form "Parent (mom/dad) refuses to sign".
4. Take administrative action if the staff member fails to complete the reporting form and notify the Executive Director in a timely manner.
5. Notify the Insurance company about incidents which require professional medical attention.