



## ACCIDENT/INCIDENT DOCUMENTATION POLICY AND REPORTING GUIDELINES FOR DELAWARE 4-H ACTIVITIES AND EVENTS

### Emergency Phone Numbers

|   |                     |
|---|---------------------|
| <b>State Police: 911 or Police Hqs.....</b>   | <b>911</b>          |
| <b>Poison Control Center.....</b>             | <b>800-222-1222</b> |
| <b>Delaware Health &amp; Social Svcs.....</b> | <b>302-744-4700</b> |
| <b>Delaware Division of Family Svcs.....</b>  | <b>302-633-2657</b> |
| <b>Delaware Child Abuse/Neglect Ofc.....</b>  | <b>800-292-9582</b> |
| <b>State 4-H Office.....</b>                  | <b>302-831-2501</b> |
| <b>Beebe Medical Center.....</b>              | <b>302-645-3300</b> |
| <b>Christiana Hospital.....</b>               | <b>302-733-1000</b> |
| <b>Kent General Hospital.....</b>             | <b>302-674-4700</b> |
| <b>Milford Memorial Hospital.....</b>         | <b>302-422-3311</b> |
| <b>Nanticoke Hospital.....</b>                | <b>302-629-6611</b> |
| <b>Peninsula General Hospital.....</b>        | <b>410-546-6400</b> |
| <b>DE Public Health Epidemiology Sec.....</b> | <b>302-744-4541</b> |
| <b>American Income Life Ins. Co.....</b>      | <b>800-849-4820</b> |

#### 4-H Camp Emergency Contact Chain (302 Area Code)

1. State 4-H Leader:

Doug Crouse: W/302-831-2997, H/302-398-8846, C/302-233-1750

2. State 4-H Volunteer Coordinator:

Ernie Lopez: W/302-856-7303, H/302-598-7669, C/302-985-1213

3. County Extension Directors:

New Castle: Maria Pippidis W/302-831-1239, H/410-658-7266

Kent: Jen Volk: W/302-730-4000, C/302-388-9713

Sussex: Mark Isaacs W/302-856-1997, H/302-856-9616

Delaware 4-H places a great importance on the preparation, coordination, training and activities management and the need to create safe, healthy and fun learning environments. Equally as important, Delaware 4-H expects youth participating in programs to behave in an acceptable manner in accordance with Delaware 4-H Code of Conduct. However, in the unlikely event that an accident or incident which may require disciplinary action occurs, Extension Educators, staff and volunteers must take reasonable steps to document and report these events. These simple guidelines are intended to assist in the timely and accurate documentation and reporting of accidents and incidents.

**An Accident is defined as** any personal injury that requires more than minimal medical attention. Minor medical attention such as the dispensing of medication and the cleaning and dressing of small wounds by a qualified person, do not require this level of documentation. In these instances, the documentation of treatment in the Healthcare Log/Medication Log is sufficient.

**An Incident is defined as** any activity that results in the temporary removal of a participant from an activity, or the dismissal of an individual for the duration of the event or that may result in other disciplinary action. An incident may or may not also involve an accident.

## **FOR ACCIDENTS**

### **If an Accident Occurs:**

- Initiate your written Emergency Plan and locate the designated Event Manager/Camp Director.

### **If the Accident DOES NOT require the use of emergency medical services, Social Services or law enforcement:**

- Insure that the individual(s) are receiving appropriate medical attention.
- Immediately attempt to notify the parent/legal guardian of the injured.
- Completely fill out a Delaware 4-H Accident/Incident Report Form.
- Within 24 hours contact the State 4-H Program Leader and the 4-H Extension Educator for the county in which the individual(s) reside to notify them of the accident. For camping activities and for all other events and programs, the State 4-H Volunteer Development Specialist should be notified.
- Within 2 days or as soon as possible, forward one copy of the completed Delaware 4-H Accident/Incident Report Form to the County Extension Director and one copy to the State 4-H Leader.
- The original should be kept on file in the County Extension office for 5 years. An accident report with a blood incident is to be kept indefinitely.

### **If the Accident DOES require the use of emergency medical services, Social Services or law enforcement, or involves a threat or attempt of suicide/self-mutilation:**

- Insure that the individual(s) are receiving appropriate medical attention.
- Immediately attempt to notify the parent/legal guardian of the accident.
- Completely fill out a Delaware 4-H Accident/Incident Report Form.

- As soon as the situation is under control, contact the 4-H Extension Educator and the County Extension Director for the county in which the individual(s) reside to notify them of the accident. In turn, a representative from the County Extension Office should immediately contact the appropriate State 4-H Office representative. For camping activities, the State 4-H Volunteer Specialist should be notified. If the accident involves serious injury or a threat or attempt of suicide/self-mutilation, the State 4-H Office representative will immediately contact the State 4-H Leader and the Director, Delaware Cooperative Extension.
- Do not respond to requests from the media. Refer all media inquiries directly to the State 4-H Office. For camping activities, inquiries should be directed to the State 4-H Volunteer Specialist. For all other events and programs, inquiries should be directed to the State 4-H Volunteer Specialist. Appropriate UDCE leadership will be consulted.
- Within 24 hours or as soon as possible, forward one copy of the completed Delaware 4-H Accident/Incident Report Form to the County Extension Director, one copy to the State 4-H Program Leader.
- The designated Event Manager should keep one copy of the completed Delaware 4-H Accident/Incident Report Form in their records for five years. An accident report with a blood incident is to be kept indefinitely.

## **FOR INCIDENTS**

### **If an Incident Occurs:**

- Isolate the individual(s) involved and locate the designated Event Manager/Camp Director.
- Immediately attempt to notify the parent/legal guardian of the incident, and keep the individual(s) under UDCE volunteer or employee supervision until the parent/guardian arrives/is located.
- Completely fill out a Delaware 4-H Accident/Incident Report Form.
- As soon as the situation is under control, contact the 4-H Extension Educator and the County Extension Director for the county in which the individual(s) reside to notify them of the incident. In turn, a representative from the County Extension Office should contact the State 4-H Volunteer Specialist. The State 4-H Volunteer Specialist should be notified of incidents at all events and programs including camping activities. The State 4-H Volunteer Specialist will be responsible for contacting the State 4-H Program Leader who if necessary, will contact the Director, Delaware Cooperative Extension.
- Within 24 hours or as soon as possible, forward one copy of the completed Delaware 4-H Accident/Incident Report Form to the County 4-H Extension Educator, one copy to the County Extension Director, and one copy to the State 4-H Office.
- If, in accordance with the established Delaware 4-H Disciplinary Procedures Policy, an incident warrants the immediate dismissal of an individual(s) from the

event, within two days or as soon as possible upon the completion of the event, notify the parent/legal guardian in writing of the deviation from the Delaware 4-H Code of Conduct. Send a copy of this correspondence to the State 4-H Leader. With regard to any further disciplinary action (i.e., Sanctions), copies of ANY correspondence should immediately be forwarded to the State 4-H Leader.

- The designated Event Manager should keep one copy of the completed Delaware 4-H Accident/Incident Report Form in their records for five years. The original should be kept on file in the County Extension office.