



Accident and Incident Reporting Policy



(Kid-O-Deo, Elevate, Ground Zero, and Revolution)

Background and Purpose

Our goal is to provide a safe and fun learning environment for every kid, student and volunteer. This policy exists to provide clarity in accident and incident reporting.

Accident Reporting:

Definition: Accident reporting should be done when there is an ***injury that requires immediate attention*** (e.g., cuts, broken bones, open wounds).

When this situation occurs, an accident and injury report needs to be filled out. A copy of the form should first be given to Facilities personnel. The kids' or students' staff person most closely involved with the accident should give a copy to their supervisor, as well as keep a copy for themselves.

Accident and injury reports must be filled out the day of the accident and filed within 48 hours.

Incident Reporting:

Definition: Incident reporting should be done when there is a ***disciplinary issue, a behavior incident, and/or an injury that does not involve blood*** (e.g., a bruise, a bite with no blood drawn).

When this situation occurs, an incident report should be filled out. A copy of the form should be given to Facilities personnel. The kids' or students' staff person most closely involved with the incident should give a copy to their supervisor, as well as keep a copy for themselves.

Incident reports must be filled out the day of the incident and filed within 48 hours.