

## Incident Policy

The Incident Report must be completed anytime an incident occurs. Incidents may involve an injury to an employee or visitor, damage to equipment or facilities, or a serious expression of dissatisfaction from a visitor or employee. When an incident occurs, all needs of visitors and employees should be attended to and an Incident Report form completed. If available/appropriate, send a copy of the Incident Report with the victim to the hospital. Give a copy to the Parent/Teacher.

Universal precautions should be practiced with all injuries. Wear non-porous gloves, wash hands before and after care, use CPR shield and safety glasses when indicated. Body fluid spills must be cleaned and disinfected immediately. Any tools and equipment used must be cleaned and disinfected immediately. Contaminated materials must be disposed of in a plastic bag with a secure tie.

### 911 Medical

The immediate concern is to aid the sick or injured person. Proceed to the following plan:

- Call 911. EMS will assume lead upon arrival.
- Do not move the victim, unless they are in a life threatening or dangerous environment. No one should place themselves at risk in the rescue of an injured person.
- If possible, notify a trained first aid person to assist the victim.
- First aid should be administered only to the extent of training or on the advice of 911.
  - **Impaired breathing**—Place victim on his back, remove airway obstructions and apply mouth-to-mouth resuscitation. Once victim is breathing, treat for shock.
  - **Heart or circulatory**—If possible, get help to work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.
  - **Severe bleeding**—Apply direct pressure on the wound with your hands using a clean cloth if available. If there are no fractures, elevate wound. If bleeding is of a spurting or pumping nature, apply pressure to the appropriate arterial pressure point.
  - **Shock**—If there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.
- Locate Parent/Teacher and Emergency Medical release form.
- Designate person to accompany victim to hospital with EMS—Parent/Teacher or staff.
- Fill out Incident Report
- If incident stems from safety issue that needs correction, document on Safety Follow-up Log.

### Non 911

The immediate concern is to aid the sick or injured person. Proceed to the following plan:

- Offer first aid kit to Parent/Teacher to administer as needed.
- If no Parent/Teacher is available, locate the Emergency Medical Release form and call parent.
- Notify a trained first aid person to assist the victim if needed.
- Administer first aid using first aid guide only to the extent of training.
- Fill out Incident Report
- If incident stems from safety issue that needs correction, document on Safety Follow-up Log.