

YMCA OF SAN DIEGO COUNTY

Accident / Incident Report Form

Report Type: Accident Incident

Branch/Department _____ Off-site Facility _____

Routing	Initial	Date
Admin	_____	_____
Prog Dir	_____	_____
Dept Head	_____	_____
Maint Dir	_____	_____
Exec Dir	_____	_____

GENERAL INFORMATION To be completed for all reports.

Name of Person Involved _____ Date of Occurrence _____ Time _____^{am}/_{pm}

Gender Female Male Date of Birth _____ Age _____

Check One: Participant
 Member
 Other _____

Address _____ Phone _____
(Street) (City) (Zip) (Day) (Evening)

Parent/Guardian (if a minor) _____ Phone _____
(Day) (Evening)

Address (if different) _____
(Street) (City) (Zip)

Describe the incident (where and what happened) _____

Anyone else injured? Yes No If yes, who? _____

Staff person in charge of Program/Activity _____

Report written by (Name and position) _____ Date Report Written _____

MEDICAL INFORMATION For Accident Report only. Fully describe the injured party's condition and any first aid given.

_____ First aid administered? Yes No
 by whom: _____

_____ Blood borne exposures? Yes No
 to whom: _____

Further medical attention? Yes No Declined If so, where? _____
 by whom: _____

Was parent / guardian / emergency contact notified? Yes No If so, when? _____
 If not, why? _____

Who was called and what was the outcome? _____

With whom did the injured party leave the facility? _____

WITNESSES Check box to indicate staff [S], participant [P], or volunteer [V]. Indicate age of youth witnesses.

S	P	V	Name	Age	Phone	Address	City	State	Zip
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____

FOLLOW-UP To be done within three days of the accident.

Date: _____ Time: _____^{am}/_{pm} By: _____

Details on follow-up: _____

Has the injured returned back to the Program? Yes No

YMCA OF SAN DIEGO COUNTY
ACCIDENT / INCIDENT REPORTING INSTRUCTIONS

Important things to remember when an accident or incident occurs:

1. Complete an Accident/Incident Report form as soon as your involvement allows. Attending to first aid is the first priority.
2. Indicate the type of report being completed. An "accident" report requires the completion of the Medical Information section on form. If injured requires medical attention, attach a copy of their waiver to the accident report.
3. Include as much detail as possible. Many times, several months pass before a person may decide to take action and the staff that were present when the incident occurred may no longer be there. We need to know who they were and exactly what steps were taken.
4. If the person involved is taken out of the activity because of the accident or incident, follow-up (in person or by phone) with the person (or parent if child involved) within three days.

ADDITIONAL GUIDELINES

- Never tell the injured person that we will pay for medical care. If someone inquires on whether or not we will pay for care, the answer is:
"The YMCA does not carry medical insurance on participants in our programs."
If they inquire about liability insurance you can tell them that we do have coverage. We submit accident reports to our insurance company. The injured person may submit a personal statement with the report.
- Never admit any liability or negligence on our part. Let the insurance adjuster handle all communications.
- Know who the designated person at your branch is to handle insurance issues so the answers given are consistent. Part-time and seasonal employees should direct any insurance questions to the designee at the branch.
- Do not allow anyone to take pictures of the location, obtain statements from staff, or question our staff without corporate office permission or a representative from the insurance company being present.
- Do not give anyone outside of the YMCA a copy of the report. The report is privileged and confidential, and may not be disclosed.

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Handout 12.1