



YSO Policy: Youth Accident and Injury

This is a policy from an afterschool program for youth. BE SAFE recommends the following:

- Train staff in basic first-aid response, including how to give the Heimlich Maneuver to a young person who is choking; how to perform CPR (Cardiopulmonary Resuscitation); and how to use an AED (Automated External Defibrillator);
- Include a procedure for assessing how an accident or injury occurred (*for example, was it a result of violence, harassment, bullying, substance use, or any neglect on part of staff?*);
- If your agency serves older youth who are not usually dropped-off or picked-up by a caretaker, include a procedure for arranging a ride for the youth in the event of an accident or injury.

Policy and Procedure:

Remember that the best medicine is prevention. Youth can get hurt in the safest environments; however, it is the staff's responsibility to be on the lookout for unsafe equipment, sticks, glass or anything that could increase that chance of injury to a youth.

- a. If a minor accident or injury (a scrape, cut, bump, etc.) occurs with a youth during program times, the staff person attending to the youth will administer first aid and complete a report. A copy of the report, including how the incident occurred and steps taken will be given to the parent/guardian upon pick up of the youth.
- b. An accident/injury report form needs to be completed in ink at the time of the accident or as soon as possible within the same day. Accident/injury reports must be completed under the following: anytime a cut or bruise occurs, whenever a parent/guardian or youth brings an accident to a staff member's attention, and whenever a youth or staff member must be evacuated or receives professional medical treatment.
- c. Accident/injury reports should be emailed, faxed, or called into the Program Director within 24 hours.
- d. If the parent or legal guardian does not pick the youth up from the program, a copy of the report will be mailed to the parent/legal guardian's address.
- e. In an emergency when immediate attention is needed, staff will contact the Program Director, who will call 911 and the youth's parent or legal guardian.

