



## 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.



Boston Area Rape Crisis Center, 99 Bishop Allen Drive, Cambridge, MA 02139 / 617.492.8306

[www.besafe.org](http://www.besafe.org) · [besafe@barcc.org](mailto:besafe@barcc.org)