



Administrative Policies and Procedures: 20.26

Subject:	Accident/Injury Reporting in Youth Development Centers
Authority:	TCA 37-5-105(3), 37-5-106
Standards:	ACA: 4-JCF-4C-05;4-JCF-2A-27, 4-JCF-2A-29; DCS Practice Standards: 8-306
Application:	To All Department of Children's Services Youth Development Center Employees

Policy Statement:

Each Youth Development Center shall maintain a system of triaging injuries to students, employees and visitors which occur in the facility.

Purpose:

To ensure that all persons who are injured while in a Youth Development Center will be assessed to determine if further medical care is needed. Each Facility will have a process in place for recording and disseminating the report to the appropriate persons.

Procedures:

A. Medical triage	Anyone who sustains or who may have sustained a personal accident or injury at the facility must be seen by a licensed health care provider within the facility during clinic hours and referred for treatment as indicated. If an accident or injury is sustained during the hours the medical clinic is closed, the injured person shall seek appropriate assessment and treatment in the community as needed.
B. Documentation	Security staff or designee will initiate form CS-0166, Accident/Incident/Traumatic Injury . The injured person will complete and sign the "subject's version" (how situation occurred) portion of the form. Any witness to the incident will complete and sign the "witness version" portion of the form. The examining licensed health care provider will document occurrences using the following criteria: 1. Student injuries <ul style="list-style-type: none"> a) Minor, self-limiting injuries must be documented on the student's progress notes and on the unit encounter log. b) Injuries of greater severity and injuries associated with an occupational incident or violence must be documented according to the Incident reporting manual. Form Cs-0166, Accident/Incident/Traumatic Injury will be completed as the Health Administrator deems necessary. 2. Employees and visitor injuries:

	<ul style="list-style-type: none"> a) All accidents and injuries must be recorded on CS-0166, Accident/Incident/Traumatic Injury. b) Any employee or visitor who is exposed to bodily fluids must fill out form CS-0166, Accident/Incident/Traumatic Injury. c) The YDC Human Resources staff person that must be consulted regarding Worker's Compensation information for employees who are injured.
C. Reporting	<ul style="list-style-type: none"> 1. Each Youth Development center will have local procedures describing where the original completed form is kept and who receives copies of the report. 2. For employee or visitor incidents that involve exposure to bodily fluids, form CS-0166, Accident/Incident/Traumatic Injury must be submitted to the OSHA representative at their facility within twenty-four (24) hours.

Forms:	<u>CS-0166, Accident/Incident/Traumatic Injury</u>
Collateral Documents:	<u>Incident Reporting Manual for YDCs</u>