

## **LABBB Collaborative Incident Reporting Guidelines**

These guidelines were developed so that staff know when and how to write incident reports; however, staff should contact their program coordinator with questions specific to a particular incident as well as to ensure that the required follow-up procedures are done.

### 1. What constitutes an incident?

An incident is a physical or non-physical behavioral episode where there is one of the following:

- Major environmental disruption by way of continuous, loud, and inappropriate verbal outbursts or major property destruction (i.e., knocking over chairs or papers) that requires students to be removed from the area and/or physical crisis intervention (restraint)
- Behavior that poses a safety to risk to the student or to others, such as aggression or throwing objects in which case students may have been removed and/or a physical crisis intervention occurred.
- Bolting from designated area and/or was unable to be located for a period of time.
- Engaging in any type of physical sexual activity or making repeated sexual statements to one another or to staff.
- Engaging in threatening, harassing or bullying behavior to another student.

### 2. When should an Incident Report be completed?

- An Incident Report should be completed the day the incident occurs or the next morning if the incident occurs at the end of the day.
- An Incident Report should be completed regardless of where the incident occurred (i.e., school, work, etc).

### 3. When should an Accident Report be completed?

- An Accident Report is completed when a staff or student is accidentally hurt while at a LABBB-sponsored program. This would not be done in addition to an incident report if an injury occurred during an incident as defined above. For example, if a student hurts his arm during a physical intervention, the injury is documented on the incident report form.

### 4. How should an incident be described?

- Use as few words as possible but be thorough in your description. Only include relevant information.
- Be objective and non-judgmental. Talk about what you observed.
  - Example: "During morning meeting, Johnny hit a peer who was sitting next to him."
  - Nonexample: "Johnny was sitting at morning meeting in a bad mood and then turned to the student next to him and hit him really hard."
- Do not assume or mention intent or refer to the emotional state of the student as both are not observable.
- Do not mention other students' names but if other students were involved in the incident, mention them as Student A, B, etc. An incident report should be completed for every student involved in an incident.

### 5. Who should complete an incident report? Should every staff involved in the incident complete a form or only the lead staff person involved?

- The report should be completed by the lead staff in the incident. All staff involved in the incident should read and approve the incident report by adding their initials to the bottom of page 2. On some occasions, multiple staff may be asked to complete incident reports for one incident.
- Only LABBB staff, never parents or volunteers, should complete incident report.

### 6. What do I do with a completed report?

- Submit the original to the program coordinator and put a copy in the student's classroom file.

7. What are the follow-up procedures?

- The coordinator will then determine who will contact parents. This person may be the coordinator, teacher, counselor, vocational counselor, or recreation coordinator. Parents should be contacted the day the incident occurs.
- Administrators will determine additional follow-up actions and whether or not a student will attend upcoming community, vocational, or LABBB recreation activities. Refer to the LABBB Community Guidelines for further information (posted on the LABBB website).

8. What are the state's mandated reporting procedures for restraints?

- State forms should be completed for any restraint lasting longer than 20 minutes.

9. Where can staff find an Incident Report Form?

- Program or LABBB website

10. Following a physical intervention, should a student or staff be seen by a nurse?

- Absolutely. The student should be seen by the nurse regardless of whether a noticeable injury occurred. The staff involved should be seen if an injury occurred, s/he is in any pain, has a bruise of any kind, or was bitten.