



**Accident / Incident Documentation and Reporting Guidelines  
for Maryland 4-H Activities and Events  
Revised 2009**

**Important Phone Numbers**

State 4-H Office .....(301) 314-9070  
Fax State 4-H Office .....(301) 314-7146

Dr. Jeff Howard State 4-H Leader .....(979) 219-4887 cellular  
.....(301) 314-9070 office

Adult & Youth Volunteer Leadership

Lisa Dennis..... (410)603-0000 cellular  
..... (410)651-6194 office

Afterschool & 4-H Military

Kendra Wells ..... (301)367-5266 cellular  
..... (301)314-7317 office

Animal Science & State Fair

Chris Anderson..... (217)415-3600 cellular  
..... (301) 314-47187 office

Human Science & Out-of-State Trips

Sandy Corridon ..... (301)712-8020 cellular  
..... (301)314-7363 office

Environment Science, Residential & Day Camping

Denise Frebertshauer.....(301) 801-0986 cellular  
.....(301) 314-7819 office

ACA Emergency Hotline .....(800) 573-9019  
ACA Chesapeake Section .....(800) 653-1409

MD Department of Health & Mental Hygiene .... (410) 767-8417  
Toll Free.....1-877-463-3464 x8417  
MD Communicable Diseases .....  
    Call Local Health Department, if not available call (410)767-6709

Poison Control Center..... 1-800-222-1222

MD Child Protective Services ..... (800) 332-6347

Child Protective Services other states not MD... (800)-4-A-Child

## **Accident / Incident Documentation and Reporting Guidelines for Maryland 4-H Activities and Events**

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Maryland 4-H places a great importance on the preparation, coordination, training and activities management and the need to create safe, healthy and fun learning environments. Equally as important, Maryland 4-H expects youth participating in programs to behave in an acceptable manner in accordance with Maryland 4-H Behavioral Expectations. However, in the unlikely event that an accident or incident which may require disciplinary action occurs, Extension Educators, staff and volunteers must take reasonable steps to document and report these events.

These simple guidelines are intended to assist in the timely and accurate documentation and reporting of accidents and incidents.

**An Accident is defined as:** any personal injury that requires more than minimal medical attention. Minor medical attention such as the dispensing of medication and the cleaning and dressing of small wounds, do not require this level of documentation. In these instances, the documentation of treatment in the Healthcare Log/Medication Log is sufficient.

**An Incident is defined as:** any activity that results in the temporary removal of a participant from an activity, or the dismissal of an individual for the duration of the event or that may result in other disciplinary action. An incident may or may not also involve an accident.

### **FOR ACCIDENTS**

#### **If an Accident occurs:**

- Initiate your written Emergency Plan and locate the designated Event Manager/Camp Director.

#### **If the Accident DOES NOT require the use of emergency medical services, Social Services or law enforcement:**

- Insure that the individual(s) are receiving appropriate medical attention.
- Immediately attempt to notify the parent/legal guardian of the accident.
- Completely fill out a Maryland 4-H Accident/Incident Report Form.
- Within 24 hours contact the individual(s) 4-H Extension Educator and the County Extension Director to notify them of the accident. In turn a representative from the County Extension Office should contact the appropriate State 4-H Office representative.
- Within 2 days or as soon as possible, forward one copy of the completed Maryland 4-H Accident/Incident Report Form to the County Extension Director and one copy to the State 4-H Leader.
- The designated Event Manager/Camp Director of Record should keep one copy of the completed Maryland 4-H Accident/Incident Report Form. The original should be kept on file in the County/City Extension office.

#### **If the Accident DOES require the use of emergency medical services, Social Services or law enforcement or involves a threat/attempt of suicide or self-mutilation:**

- Insure that the individual(s) are receiving appropriate medical attention.
- Immediately attempt to notify the parent/legal guardian of the accident.
- Completely fill out a Maryland 4-H Accident/Incident Report Form.

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- As soon as the situation is under control, contact the individual(s) 4-H Extension Educator and the County Extension Director to notify them of the accident. In turn, a representative from the County/City Extension Office should immediately contact the appropriate State 4-H Office representative. If the accident involves serious injury or a threat/attempt of suicide or self-mutilation, the State 4-H Office representative will immediately contact the State 4-H Leader and the Associate Director, Maryland Cooperative Extension.
- Do not respond to requests from the media. Refer all media inquiries directly to the State 4-H Office. For all events and programs, inquiries should be directed to the State 4-H Program Leader. Appropriate MCE leadership will be consulted.
- Within 24 hours or as soon as possible, forward one copy of the completed Maryland 4-H Accident/Incident Report Form to the County Extension Director, one copy to the State 4-H Leader and one copy to Camp Director of Record for camp situations.
- The designated Event Manager/ Camp Director of Record should keep one copy of the completed Maryland 4-H Accident/Incident Report Form in their records for five years. The original should be kept on file in the County Extension office.

### **FOR INCIDENTS**

#### **If an Incident occurs:**

- Isolate the individual(s) involved and locate the designated Event Manager/Camp Director.
- Immediately attempt to notify the parent/legal guardian of the incident, and keep the individual(s) under MCE volunteer or employee supervision until the parent/guardian arrives/is located.
- Completely fill out a Maryland 4-H Accident/Incident Report Form.
- As soon as the situation is under control, contact the individual(s) 4-H Extension Educator and the County Extension Director to notify them of the incident. In turn a representative from the County/City Extension Office should contact the appropriate State 4-H Office representative. In turn, the State 4-H Office representative contacted will immediately contact the State 4-H Leader and the Associate Director, Maryland Cooperative Extension.
- Within 24 hours or as soon as possible, forward one copy of the completed Maryland 4-H Accident/Incident Report Form to the 4-H Extension Educator, one copy to the County Extension Director, and one copy to State Camp Director of Record for camp situations.
- If, in accordance with the established Maryland 4-H Disciplinary Policy and Procedures, an incident warrants the immediate dismissal of an individual(s) from the event, within 2 days or as soon as possible upon the completion of the event, notify the parents/legal guardians in writing of the deviation from the Maryland 4-H Behavioral Expectations. Send a copy of this correspondence to the State 4-H Leader. Refer to the Maryland 4-H Disciplinary Policy and Procedures for follow up actions. With regard to any further disciplinary action (*i.e.*, Sanctions), copies of ANY correspondence should immediately be forwarded to the State 4-H Leader.
- The designated Event Manager/ Camp Director of Camp Record should keep one copy of the completed Maryland 4-H Accident/Incident Report Form in their records for five years. The original should be kept on file in the County/City Extension office.