



### Incident/Accident Form

Form 8

This form is track of injuries/incidents that occur during a 4-H activity or event. All club leaders and staff should have the forms on hand at *all* 4-H events and activities. This is to be turned in to the Extension Office and signed by the Volunteer in-charge, Club Leader, parent/guardian, and an Extension Educator within 3 days. Copies can be made for club leaders and parents/guardians. The original will stay on file in the Extension Office. Forms will be kept on file in the county office until authorized to be destroyed.

- Incident Defined: An incident could be harassment, hazing, bullying, inappropriate language, a threat (verbal, physical, mental), inappropriate use of electronics/internet, etc.
- Accident Defined:
  1. Bump, sprain, scrape, cut, scratch, etc. needing attention/medication.
  2. Bug bite, sunburn, headache, stomachache, etc. needing attention/medication.
  3. Emergencies or medical treatment requiring professional attention.
  4. Accident involving car, equipment, ATV, bicycle, tractor, boat, animal, etc.

*Information in this report is for the injured person or person(s) involved in an incident or accident.*

Check one:		Incident	Accident
Name:		Date:	Time:
Age:	4-H Club:		
Responsible Volunteer/Extension Educator:			
Name of Investigating Officer/Response Personnel/Doctor: Clinic/Hospital/Facility/Business			
Name:			
Location as well as site details:			
Total number of persons (youth and adults) Involved			
Names of all persons (youth and adult) directly involved:			
Type of Injury/Accident/Incident:			

What action/first aid/treatment was taken?	
Describe accident/incident in detail. Include witnesses.	
Were the parents or guardians informed of incident or accident? If no, why not?	
Yes      No	
Other pertinent information:	
Signature of Volunteer in Charge	Date
Signature of Club Leader	Date
Signature of Extension Educator	Date
Signature of Parent/Guardian	Date