



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; PREA: 115.322, 115.351, 115.361, 115.364
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	<ol style="list-style-type: none"> 1. Anyone who sustains or who may have sustained a personal accident or injury at the facility will be seen by a licensed health care provider within the facility during clinic hours and referred for treatment as indicated. 2. Security staff will notify clinical staff within one hour of a student injury 3. 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	<ol style="list-style-type: none"> 1. Security staff or designee will initiate form CS-0166, Accident/Incident/Injury Report. 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. 2. The examining licensed health care provider will document occurrences using the following criteria: <ol style="list-style-type: none"> a. Student injuries <ul style="list-style-type: none"> ◆ Any student who receives an Accident/Incident/Injury Report will have a photo taken of their face and the area injured. ◆ Minor, self-limiting injuries will be documented on the student's progress notes and on the unit encounter log.

Original Effective Date: DCS 20.26, 03/01/98

Current Effective Date: 11/20/14

Supersedes: DCS 20.26: 01/01/14

CS-0001

SW05

	<ul style="list-style-type: none"> ◆ Injuries of greater severity and injuries associated with an occupational incident or violence will be documented according to the Incident reporting manual. Form CS-0166, Accident/Incident/Injury Report will be completed as the Health Administrator deems necessary. <p>b. Employees and visitor injuries:</p> <ul style="list-style-type: none"> ◆ All accidents and injuries will be recorded on CS-0166, Accident/Incident/Injury Report. ◆ Any employee or visitor who is exposed to bodily fluids will fill out form CS-0166, Accident/Incident/Injury Report. ◆ The YDC Human Resources staff person that will be consulted regarding Worker's Compensation information for employees who are injured.
<p>C. Reporting</p>	<ol 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/ Injury Report will be submitted to the OSHA representative at their facility within twenty-four (24) hours.

<p>Forms:</p>	<p><u>CS-0166. Accident/Incident/Injury Report</u></p>
<p>Collateral Documents:</p>	<p><u>Incident Reporting Manual for YDCs</u></p>