

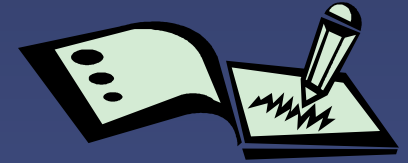
Incident Reporting at LABBB

HS & MS Professional Development Day
January 10, 2012

Presentation Outline

- ◉ Discuss purpose of incident reporting
- ◉ Define incident
- ◉ Review the What, When, How, and Why of incident reporting
- ◉ Examine a few examples
- ◉ Answer questions

Purpose of Incident Reporting



- To objectively document unplanned events involving students.
- Provides documentation for legal purposes

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.

What constitutes an incident, cont.?

- An incident is a physical or non-physical behavioral episode where there is one of the following:
 - > 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 harassing or bullying behavior to another student.

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, community, recreational program).



When should an Accident Report be completed?



- An Accident Report is completed when 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.

Who should complete an incident report?

- 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.

Who should complete an incident report, cont.?

- Only LABBB staff, never parents or volunteers, should complete incident report.

How should an incident be described?

- Use as few words as possible but be thorough in your description.
- Only include information that is relevant to the incident.
- Be objective and non-judgemental.



How should an incident be described?

- Talk about what you observed only.
- 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.
 - If other students were involved in the incident, mention them as Student A, B, etc. Write a separate report for each student involved in the incident.

How should an incident be described?

- Example: “During morning meeting, Johnny hit a peer who was sitting next to him. The peer was talking loudly at the time.”
- Nonexample: “Johnny was sitting at morning meeting in a bad mood and then turned to the student next to him who was being annoying and hit him really hard.”



Example: Johnny

Johnny was being bad in the classroom. I told him to start work. He then got really upset and started yelling at me and got up from his chair for no reason.

He ran away from me out into the hallway, which is not safe (he has done this in the past). Myself and Mrs. Sargent went in the hall.

He then was aggressive to Mrs. Sargent. He kept doing this to us, so we restrained him.

Why is this not okay?

- Used 'I'
- Subjective and judgmental
- No detail/description on as to what aggression he exhibited, need to know what he did to get restrained



Johnny - Rewritten

- Johnny was sitting in his chair in the classroom during math. He began knocking items off his desk (pencils, paper, water) and verbally refused to do his work. He was verbally prompted twice to clean up his items and begin his work.
- He did not comply and stated, “Shut up, you are mean.” He then walked into the hallway and pushed his chair over on the way out.
- Two staff went into the hallway to talk with him. Once in the hall, Johnny kicked, hit the teacher in the chest, and then kicked and punched repeatedly.
- When all attempts to block Johnny were no longer successful or safe; a emergency restraint procedure was implemented.
- Alyssa Limerick, Assistant Program Director was notified and Cheryl Goff, BCBA was as well.



Example: Sally

When leaving for basketball, Sally refused to go on my van. I asked her to get up, I didn't have time to wait we had to practice on time. She kicked me and bit me, it left a mark on my right arm.

I showed the nurse and cleaned it. She was upset because she wanted the front seat and someone was already sitting there. I told her she needed to take a break. She started to aggress at me.

Why isn't this okay?

- I and Me statements
- Subjective: opinion written in (did she tell you why she was upset? No, that's your opinion)
- No detail/description about aggression
- Should be separate report for staff if staff was injured, not on this



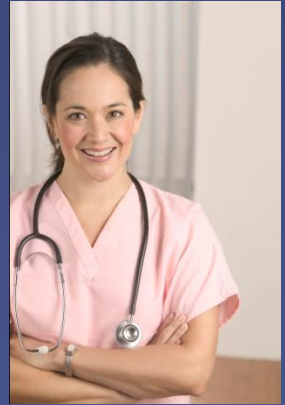
Sally: Rewritten

When prompted to leave for basketball, Sally refused to comply to the direction. She was prompted a few times. As staff were prompting her (standing near here), she kicked and bit staff in the forearm.

She was prompted to take a break, based on her BIP. Sally then began to kick, put staff in a hair pull, and continually kick. Staff attempted to block all attempts.

When blocking was no longer successful, an emergency restraint was implemented.

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 also be seen if an injury occurred, s/he is in any pain, has a bruise of any kind, or was bitten.

Where can staff find an Incident Report Form?

- Program or LABBB website

What do I do with a completed report?

- Give the original to the program coordinator.
- Put a copy in the student's classroom file.

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

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

What are the follow-up procedures?

- The coordinator will then determine who will contact parents.
 - 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).

Community Guidelines

- Part I: Student Goals
- Part II: Behavioral Criteria
- Part II: Responses to Behaviors in Community

