



Incident/Accident Form

Form 8

This form is used to document any injuries or incidents that occur during a 4-H activity or event. All club leaders and staff should have this form available at all 4-H events.

- **Photos:** Take and submit photos of the incident/accident when appropriate to support documentation. Ensure images are relevant and respectful of those involved.
- **Submission:** Must be submitted to the Extension Office within 3 days.
- **Signatures Required:** Volunteer in charge, Club Leader, Parent/Guardian, and Extension Educator.
- **Copies:** May be made for club leaders and parents/guardians. The original will remain on file in the Extension Office indefinitely.

Definitions

- **Incident:** Includes harassment, hazing, bullying, inappropriate language, threats (verbal, physical, mental), misuse of electronics/internet, etc.
- **Accident:**
 1. Minor injuries (e.g., bump, sprain, scrape, cut) needing attention/medication.
 2. Discomforts (e.g., bug bite, sunburn, headache, stomachache) needing attention/medication.
 3. Emergencies or medical issues requiring professional care.
 4. Accidents involving vehicles, equipment, animals, etc.

This report is intended for the injured person or individuals involved in the incident or accident.

Check one		Incident	Accident
Name:	Date:	Time:	
Age:	4-H Club:		
Name of responsible Volunteer/Extension Educator:			
Name of Investigating Officer/Response Personnel/Doctor/Clinic/Hospital/Facility/Business:			
Contact information:			
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

Attention Staff:

- Place a copy of this form in the **County Incident and Accident File**. Paperwork involving youth must be kept **indefinitely**.
- File an **electronic copy** with the **District Office – District 4-H Program Specialist**.
- File an **electronic copy** with the **State Office – State 4-H Program Leader**.