



## 4-H Timely Tidbits for Volunteers

### “4-H Incidents and Accidents”

Authored by – 2014 Class of Club Management System Educators

**Audience** – 4-H Volunteers and/or Staff

**Time Allocated**– 10 minutes

**Purpose:** Increase confidence in good risk management practices with emphasis on reporting and the documentation of an incidents or accidents at a sanctioned 4-H club meetings, project groups, activity or events.

**Key Concepts:**

1. Difference in an Incident and Accident
2. Reducing risk in advance and being prepared in the event “something” happens
3. Handling the “situation.”
4. Reporting action taken

**Materials and Equipment Needed:**

Copies of the following forms

- Activity and Event Intent
- Incident and Accident

Optional – Internet Access to illustrate where forms can be located and down loaded.

- <http://4h.okstate.edu/events-and-activities/forms>
- <http://4h.okstate.edu/volunteer-development>

**Preparation:** Review all materials and ask questions of district or state staff if something is unclear or to confirm your understanding.

**Presentation:**

Risk is inherent in everything we do...getting out of bed in the morning, drinking a hot cup of chocolate, learning how to use a new power tool, etc.

With just a little planning we can reduce the opportunities for risk and plan for the possibility of an accident or incident. The planning does not take a lot of time and will increase your confidence and ability to handle any possible accident.

Let’s define incident and accident for our program:

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

**Reduce Risk with a Plan** – Use the tool “Activity and Event Intent” form 7 to outline the who, what, where and when of the activity or event. (*Talk the audience through the content and elaborate on pieces and parts. Answer any questions that may be asked.*) Stress the importance of using this form for anything outside of the regularly scheduled club meeting.

*Examples of use:* field trip, tour, overnight trip, conducting an event/activity such as a horse show, dog show, livestock show, community service project, project group meeting, etc.

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**Notes to Share:**

**Examples:**

The plan must be submitted before the activity/event for it to be a “sanctioned” program. Keep a copy and either email, deliver, FAX or mail a copy to the Extension Office. In the event “something” would happen and the plan had not been filed, then staff would not be able to legally document that it was a “sanctioned” activity/event.

We are going to assume everything went well, fun by all and all return home with fond memories of our educational experience. But....things do happen.

When that “something” happens there is a protocol to follow. Use the Incident and Accident form 8 to document injuries/incidents. It is a good practice to always have copies of this form when doing anything with kids in 4-H, because “stuff” happens. *(Talk audience through the form content and stress the importance of documenting details.)*

The completed form is turned in to the Extension Office.

In the event there is a serious accident or incident, please follow the protocol outlined in the “Crisis Management Plan” form 11. These steps are not for a simple scrap or behavioral problem. *(Review the Crisis Management Plan and answer questions.)*