

Christ Church McKeansburg

6 South Race Street
NewRinggold, PA 17960

570-943-2822

www.christchurchmckeansburg.org

CHILD/YOUTH PROTECTION POLICY

Requirements and Guidelines

Attached you will find the Christ Church McKeansburg Child/Youth Protection Policy Requirements and Guidelines. You will also find forms for your use in the attached appendices.

Remember, that this Policy is being enacted to strengthen the ministry of our church as we strive to insure for the safety and protection of the children/youth of our church.

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Child/Youth Protection Policy

Christ Church McKeansburg
McKeansburg, PA

Introduction

The congregation of Christ Church McKeansburg is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter, and as a place in which all people can experience the love of God through appropriate relationships with others.

The Christ Church McKeansburg vision is to honor God by helping unchurched people become fully devoted followers of Christ.

1. Definitions

1.1. "Child" and "Youth" and "Young Adult" and "Adult"

A "Child" is anyone in 6th grade or below (usually under the age of 12)

A "Youth" is anyone not a "child" and under the age of 18 (usually ages 11-17).

A "Young Adult" is anyone 18-24 years of age.

An "Adult" is anyone 25 years of age or older.

1.2. "Paid Staff Person," "Adult Volunteer," "Screened Adult," "Youth Volunteer" and "Paid Childcare worker"

A **Paid Staff Person** is someone paid by the church, overseen by the Senior Pastor and screened. An **Adult or Young Adult Volunteer** is someone who has not been screened. They will go through the application and interview process. They can work in a room with a Screened Adult or paid staff person. A **Screened Adult or Screened Young Adult** is a volunteer who has gone through the screening process. A **Youth Volunteer** is someone in Grades 6-12 and is not yet 18 years old. They will not have been screened, yet they will go through the application and interview process. They can work in a room with a **Screened Adult** or paid staff person. A **Paid Childcare Worker** is a youth or adult who is paid directly by the church to care for children at a church event. Adults in this category will be screened. Youth will be required to go through the application and interview process.

1.3. "Child/Youth Abuse"

1.3.1. For purposes of this Policy, **child/youth abuse** is defined as any of the following:

1.3.2. Physical Abuse:

1.3.2.1. Violent non-accidental contact resulting in injury. This includes, but is not limited to, striking, biting, or shaking. Injuries include bruises, fractures, cuts, and burns. Note: Physical abuse does not always leave identifiable physical evidence, i.e.: there can be internal bleeding or internal bruising.

1.3.3. Sexual Abuse:

1.3.3.1. Any form of sexual activity with a child/youth, whether at the church, at home, or any other setting. The abuser may be an adult, a youth, or another child. Note: Sexual abuse includes inappropriate touching (with or without clothing), demands for sexual performance, sexual threats, or coercion for sexual purposes.

1.3.4. Emotional Abuse:

1.3.4.1. A pattern of intentional conduct which crushes a child's/youth's spirit attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.

1.4. "Two Person Rule"

1.4.1. The "Two Person Rule" is defined as having at least two volunteers or paid staff in any classroom or setting, at least one of which must be a screened adult or paid staff person.

1.4.2. In working with children ages birth through Grade 5, the two person rule dictates that at least one screened adult or paid staff person plus a youth volunteer or adult volunteer must be present.

1.4.3. In the youth ministry (Grades 6-12), the two person rule states that at least one screened adult or paid staff person and another adult volunteer who is at least 18 years old must be present.

2. Screening and Selection of Church Staff and Volunteers

2.1. Adults and Young Adults who regularly (more than once a month) work with children and youth through Christ Church McKeansburg-sponsored activities, and each paid staff person will be screened. Those who work regularly with children/youth will be oriented on this policy prior to beginning their regular involvement. Each person being considered to work regularly with children and/or youth, whether as a volunteer or paid staff person, shall fill out an application form (See Appendix I). The screening is good for 5 years after which time, re-screening will be necessary. The screening includes a background check, as well.

2.2. All adults, young adults, and paid staff members (full time and part time) will be required to have the following background checks for clearance

- Pennsylvania State Police Criminal History Record
<https://epatch.state.pa.us/Home.jsp>
- Pennsylvania Child Abuse History Clearance Form (CY-113)
http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf

2.3. Each adult and young adult applying to work with children and/or youth shall “authorize” the church to conduct a criminal background check and child abuse screening. The applicant will pay all costs.

2.4. The church must obtain written authorization to run a background screening.

2.5. Before beginning work with either children or youth, each paid staff member and volunteer will sign a statement that they have read, understood, and agree to abide by this Child and Youth Protection Policy.

2.6. After the interview and background screening have been completed, the decision will be made by the Senior Pastor, Youth Pastor, Sunday School Superintendent, and Consistory President to accept or reject the applicant as a paid staff member or volunteer who will work with youth and/or children.

2.7. Where it has been determined that an applicant should **not** work with children or youth, those persons involved with the decision should handle it in a sensitive manner. The Senior Pastor or designated member should inform the applicant in person. The specific reasons for the decision should be given, whenever possible. A written notation will be placed with the completed application and these documents will be kept on file in the church office for a minimum of five years.

2.8. It is important that all records be kept in a locked cabinet in the church office. There should be a system in place that gives those who need these records easy access. Access to these records will be closely monitored and permitted only on a “need to know basis.”

2.9. If an applicant has been convicted of a crime or has an arrest record, the senior pastor and respective program director shall make a determination regarding the individual’s request to work with children.

2.10. Program directors are responsible for enforcing this policy.

3. Ongoing Education of Persons Who Work With Children and Youth

3.1. The church **shall** conduct regular (at least annually) training focused on current issues of child protection for those working with children and youth.

3.2. The training may include:

3.2.1. The definition and recognition of child abuse.

3.2.2. The church’s policy and procedures on child abuse and the reasons for having them.

- 3.2.3. The need to maintain a positive classroom environment, including appropriate discipline and age-level characteristics.
- 3.2.4. The appropriate behavior for teachers and leaders of child/youth events.
- 3.2.5. Abuse reporting responsibilities and procedures.
- 3.2.6. Explanation of appropriate interpersonal boundaries.

4. Supervision of Children and Youth

4.1. General Rules

- 4.1.1. All activities involving children and youth **will** be supervised by at least one screened adult.
- 4.1.2. When feasible, each room set aside for children/youth **should** have a door with a window. (Windows in doors tend to reduce the opportunities for secrecy and isolation, conditions every child abuser seeks).

4.2. Supervision of Classroom Activities

4.2.1. Birth to 5th Grade

The “**Two person rule**” is the expectation, as defined under general rules. When feasible, there **should** be two screened adults present, and where the two adults are family members, it is preferable that a third person Grade 6 or above be present. In addition, a designated person (i.e.: Program Director or Leader) **should** periodically check on each classroom. Children **should** be escorted to and from bathroom facilities or when otherwise leaving the room by either one of the supervising adults or by a designated **screened** adult who checks on all classrooms. Where the “two person rule” is not possible, the door **will** remain open and a screened adult **will** periodically check each classroom. Each leader will be required to wear a name tag while serving in the classroom for identification purposes.

4.2.2. Grades 6-12

The “**Two Person Rule**” is the expectation, as defined above. Where the “**Two Person Rule**” is not possible, the classroom doors **will** remain open. A designated **screened** person **should** periodically check all classrooms.

4.3. Supervision of Non-Classroom Activities

4.3.1 At least two screened adults **should** be present for all non-classroom activities involving children and/or youth.

4.3.2 Any official activities not held on church property **should** be supervised by at least two adults; at least one of whom is not a member of the same family.

4.3.3 Official activities not held on church property **must** be pre-approved by the child's/youth's parent or guardian **and** the church.

4.3.3.1 Activities are considered official if the organizer is a recognized adult or young adult leader (volunteer or paid staff) AND the event utilizes church property or funds to plan, promote, or execute the event. These include but are not limited to ministry funds, church vehicles, church buildings, grounds, or parking lots, church web pages and facebook groups, church games, toys, or other equipment. This does not apply when church property is rented for the purpose of a private event.

4.3.4 Adult and Young Adult leaders **should** avoid any activities alone with an unrelated member of the children or youth ministries. When this is not realistic (i.e. youth needs a ride), the leader **must** immediately follow one of the approved notification methods listed near the end of 4.3.5

4.3.5 For official events organized by screened adults and screened young adults, church approval is implied as pre-approved for all non-classroom activities when the organizing screened adult or young adult notifies their immediate supervisor and at least two other screened adults (not young adults) in the same ministry and there are no objections from those notified. If the ministry leader who is being notified is not the senior pastor, they must also notify the senior pastor. If a ministry does not have two other screened adults to notify, any other screened adults will suffice. Some examples...

- Sunday school teachers must notify the Sunday school superintendent and two other screened adults in the Sunday school ministry.
- Youth ministry volunteers must notify the youth ministry leader (youth pastor) and two other screened adults in the youth ministry.
- The Sunday school superintendent and the youth ministry leader must notify the senior pastor and two other screened adults in their respective ministries.

Approved Notification Methods are ...

- Face to face communication
- Phone conversation (not voicemail message)
- Text message (with reply) will be acceptable for last minute impromptu activities.
- Email will be acceptable for pre-planned activities if sent one week in advance.

4.4. Counseling of Youth and Children

In instances of youth or child counseling where circumstances dictate that counseling would be most effective on a one-on-one basis, an appropriate church paid staff person **may** meet individually with a child/youth with the knowledge of at least one other paid staff person or screened adult. At any counseling session with children or youth, the door to the room used **should** remain open for the entire session, unless there is glass in the door or wall allowing a clear view into the room.

4.5. Time Following Group Events

Following child/youth group events, it is inevitable that occasionally a child's/youth's transportation will arrive after all other participants have departed. In those circumstances, a child/youth **may** unavoidably be supervised by one **screened** adult. Under these circumstances, it is still **preferred** that two persons (one screened) stay with the child/children or youth. However, the general rule requiring the presence of two **screened** adults **may** be suspended and one **screened** adult may exercise his/her best judgment for the participant's well-being.

4.6. Event Invitation Guidelines

Children and Youth should not be excluded from classroom or non-classroom activities based on popularity or personality. To avoid the emotional damage caused by exclusive cliques, organizers of events should invite all members of a particular church recognized group. Some examples are...

- All members of a Sunday school class
- All members of the youth group
- All senior high members of the youth group
- All members of the choir/praise band.

5. Transportation

Transporting youth and children is an important concern. Their safety can be at risk in a variety of ways. Therefore, certain discretion must be used depending upon the event attended, the locale of the event, and the age group participating. This Policy includes both Requirements and Guidelines. When feasible, there should be adherence to the recommendations in the Guidelines. It is expected that the Requirements will always be followed.

5.1. Requirements

- 5.1.1. Drivers **must** be known to the designated adult leader of the event.
- 5.1.2. When a child/youth is transported in any church-owned or church rented vehicle, the driver **must** be either the child's/youth's parent/guardian, a screened adult, a paid staff person or an approved driver employed by the rental company who is at least 21 years old.
- 5.1.3. Drivers **must** have a driver's license for the vehicle being operated. For example, if driving a church bus, a commercial license is required.
- 5.1.4. Drivers **must** require that manufacturer installed seat belts be used at all times and the number of passengers **must** not exceed the number of seat belts.
- 5.1.5. Drivers **should** be advised of a designated route and **should** not deviate from it except in cases of emergency or road detours.
- 5.1.6. Persons who regularly drive church owned vehicles **must** be listed on an "approved driver list" maintained in the church office.
- 5.1.7. In order to be listed on the "approved driver list" of church-owned vehicles, a Motor Vehicle Record search **must** be conducted and the appointed pastors or his/her designee **must** determine if the record is satisfactory.
- 5.1.8. Staff Members/Event Leaders **should** have cell phones and **should** make them available for use in the event of vehicle breakdown or emergency.
- 5.1.9. There should be a 10 minute break for every three hours on the road travel time.
- 5.1.10 There should be a significant sleep break after 12 hours of drive time.

5.2. Guidelines

- 5.2.1. Drivers of buses (16 passengers or more) **should** be accompanied by at least one other **screened** adult.
- 5.2.2. Under some circumstances Youth will be allowed to provide their own transportation. Adult youth leaders **may** advise and assist but shall not require any child/youth to ride with a youth driver to a church endorsed event.

6. Trip and Retreat Supervision

Trip and Retreat settings can call for different child/youth protection requirements depending on the circumstances. What follows are Requirements and Guidelines of this Policy. The Requirements **will** always be implemented. Depending on the circumstances of the setting, who is in attendance, etc., some

or all of the Guidelines **should** be implemented. Those in charge of the trip or retreat **should** be mindful of both Requirements and Guidelines.

6.1. Requirements

- 6.1.1. There **will** be at least two **screened** adults present for all trips, retreats and other events where the children and/or youth gather at, or away from, the church campus.
- 6.1.2. There **will** be at least one **screened** adult for each gender present at co-ed overnight events. At single gender overnight events, at least two adults present **shall** be of the same gender as the participants.
- 6.1.3. The person in charge of youth/children for each overnight trip and/or retreat shall carry parental permission slips including permission for emergency medical care.
- 6.1.3a. All overnight trips must be pre-approved by the Consistory in a quorum vote.

6.2. Guidelines: In a hotel type-setting, rooms **should** be assigned as follows:

- 6.2.1. Separate rooms for each gender and for adults and children/youth should be assigned with at least two children/youth per room.
- 6.2.2. Assignments **should** be made so that an adult room is between two children/ youth rooms.
- 6.2.3. Random hall monitoring and room checks should be performed at night by two adults of the same gender as those being checked.
- 6.2.4. A hotel **should** be selected where the rooms open to the interior of the building (i.e., do not open to the outside).
- 6.2.5. Instances may arise where fewer rooms for adults are available. In this circumstance two adults or one adult and one young adult **will** be placed in a room with the child/children in a separate bed.
- 6.2.6 There should be at least 1 adult for every 10 children or youth.

7. Responding to Allegations of Child Abuse

7.1. Everyone in the church has a moral responsibility and a legal duty to report suspected abuse whenever it comes to their attention, regardless of where that abuse takes place. Reporting abuse is a form of ministering to the needs of those crying out for help. Therefore, the proper authorities must be notified as soon as possible (i.e., the local law enforcement agency in the jurisdiction in which the child/youth resides or in which the suspected abuse occurred and/or the appropriate department of children's services). **THE PENNSYLVANIA ABUSE HOTLINE is 800-932-0313 TDD: 866-872-1677.**

7.2. Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children and/or youth. Once the proper authorities have been contacted and the safety of the child or youth is secured, the pastor or other designated persons should inform the accused that abuse has been reported.

7.3. If abuse is observed by, disclosed to, or suspected by a volunteer and/or paid

staff member of the church, the observer **shall** report the incident immediately to a pastor or other designated person.

7.4. If the accused is a pastor or a member of his /her family, the allegations shall be reported to a member of the Consistory as soon as possible.

7.5. The parents of the victim shall be notified as soon as possible. Whatever steps are necessary to assure the safety and well being of the child or youth until the parent(s) arrive shall be taken. **NOTE:** If one or both of the parents is the alleged abuser, follow the advice of the authorities concerning notification of others.

7.6. The care and safety of the victim is the **first** priority. All allegations will be taken seriously. The church shall respond in a positive and supportive manner to the victim and the victim's family.

7.7. The church **should** provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing can take place.

7.8. After having reported the suspected abuse to the proper authorities, the appointed pastor or designated leader **will** report the incident immediately to the Administrative Ministries Team.

7.9. A written report will be prepared by the Consistory of the steps taken by the Church in response to the reported abuse. All reports related to the incident shall be kept in an incident file in a secure place.

7.10. Any contact with the media **should** be handled by the senior pastor or his/her appointed designee. **NOTE:** The church spokesperson **should** generally convey a spirit of concern for the spiritual, physical, and emotional well-being of all who are affected, and that the matter is being diligently and appropriately handled.

8. Incident/Accident Reporting

In the event of an incident or accident an incident/accident form **will** be filled out and submitted to the ministry team leader.

9. Implementation

Unless otherwise specifically stated, it **shall** be the responsibility of the Consistory, Senior Pastor, Youth Pastor, and Sunday School Superintendant to implement this Policy, to design and conduct future training, and to ensure the ongoing effectiveness of this Policy.

10. Application

All of those who participate in the life of this congregation and use its facilities – individuals, organizations, and groups within and outside this congregation -- are expected to respect, implement, and adhere to these provisions at a minimum.

11. Adoption of Child Protection Policy

This Child and Youth Protection Policy is adopted by action of Christ Church McKeansburg.

Senior Pastor

Consistory President

Youth Ministry Leader

Sunday School Superintendent

Date of Adoption

Appendix A

Christ Church McKeansburg Volunteer Application and Background Check Authorization

CONFIDENTIALITY PLEDGE: All information gathered on this form will be kept in a secure location in the main office of the church and will be viewed by church leadership and staff to whom this information is pertinent.

The congregation of Christ Church McKeansburg is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements and background check authorization reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through appropriate relationships with others.

The Christ Church McKeansburg vision is to honor God by helping unchurched people become fully devoted followers of Christ.

PARTICIPATION COVENANT

1. Volunteers working with children and youth shall be committed to the Christ Church McKeansburg vision and shall work in partnership with the church staff toward accomplishing that vision.
2. No adult who has been convicted of child abuse of any kind will be permitted to volunteer to work with children or youth in any church-sponsored activity.
3. Volunteers working with children and youth shall observe the "Two Person Rule."
4. Volunteers working with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding protecting against and reporting child abuse.
5. Volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. As a volunteer, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? ___ Yes ___ No
2. As a volunteer, do you agree to participate in training and education events provided by the church related to your volunteer assignment? ___ Yes ___ No
3. As a volunteer, do you agree to observe the "Two Person Rule" at all times? ___ Yes ___ No
4. As a volunteer, do you agree to promptly report abusive or inappropriate behavior to your supervisor? ___ Yes ___ No

I have read this Participation Covenant, and agree to abide by the policies set forth above.

Signature

Date

Print full name

This application is to be completed by all applicants for any position involving the supervision or custody of minors. This is not an employment application form. It is being used to provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

General Information:

Date

Name

Spouse's Name

Address, City, State, Zip

Home Phone

Work Phone

Date of Birth

Social Security Number

(Necessary for background check)

Do you regularly attend our worship services? ___ YES ___ NO

If yes, since when? (Month/year)

Are you a member of Christ Church McKeansburg? ___ YES ___ NO

If not, are you a member of another church? ___ YES ___ NO

Name of church: _____

Are you currently involved with another area of ministry? ___ YES ___ NO

If so, please list:

Please list your experience working with children (i.e.: VBS, Sunday School, Parent, Babysitting, Teacher, Grandparent, etc.) _____

Which best describes you: Christ follower, new believer, seeker/curious (circle one)?

I am interested in working with children at this church because

References: List below two adults (who are not related to you) who have a definite knowledge of your character and ability to work with children.

1. Church staff member, leadership team member, small group or ministry leader:

Name

Nature of association

Occupation

Length of time known

Address, City, State, Zip

Home Phone

Work Phone

2. Social friend, neighbor, or employer:

Name _____ Nature of association _____
Occupation _____ Length of time known _____
Address, City, State, Zip _____
Home Phone _____ Work Phone _____

Personal Situation:

Have you ever been arrested, convicted, or pleaded guilty to a crime? **YES NO**
If yes, explain _____

Have you ever been charged with neglecting, abusing, or molesting a child?

YES NO

Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography, or any other addiction? **YES NO**

Applicant's Statement:

The information in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information (including opinions) that they have regarding my character and fitness for children or youth work. I authorize the release of information (which will be shared only with an appropriate staff member) contained in this application to any ministry at Christ Church McKeansburg in which I seek a position. In consideration of the receipt and evaluation of this application by Christ Church McKeansburg, I hereby waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement in which I have read and understood.

BACKGROUND CHECK AUTHORIZATION

I hereby authorize Christ Church McKeansburg and its designated representatives to conduct a criminal background check whether said file is local, state or national. I further authorize the references listed on this application to give information regarding my character and fitness for ministry work with children.

Applicant's Signature: _____ Date: _____

Appendix B

Christ Church McKeansburg
6 South Race Street
New Ringgold, PA 17960

Medical Information and Release Form

Student's Name _____ Age _____ DOB _____

Address _____ City/St/Zip _____

Parent/Guardian _____ Phone _____

Family Physician _____ Phone _____

Family Insurance Provider _____ Policy # _____

Are immunizations current? (Especially tetanus) _____

Past Medical History (Check appropriate information):

____ Asthma ____ Sinusitis ____ Bronchitis ____ Kidney Trouble ____ Heart Trouble

____ Diabetes ____ Dizziness ____ Stomach Upset ____ Hay Fever

-----Other (Please explain) _____

Allergies: (Please list specific allergy and treatment necessary)

Food _____

Penicillin or other drug (name) _____

Insect Stings/bites _____

Other _____

Previous surgeries or serious illnesses: _____

Childhood Diseases: ____ Chicken Pox ____ Measles ____ Mumps

____ Other (Please explain) _____

Special Diet: _____

Any current medications student is taking (list) _____

My permission is granted for Christ Church McKeansburg Staff and Parents-in-charge to obtain necessary medical attention in case of sickness or injury to my child. I, the undersigned, do hereby verify that the above information is correct and I do hereby release and forever discharge all Christ Church McKeansburg Staff, employees, and parents from any and all claims, demands, actions, or cause of action, past, present, or future arising out of any damage or injury while participating in Youth events. I assume full financial responsibility for and agree to pay all expenses relating to medical treatment. I further understand that by present PA law: if the participant is riding in a church vehicle which is involved in an accident, he/she will be primarily covered by bodily injury under our family automobile policy.

I understand and will allow photos and videos of my child to be taken while at this event to be used in any Christ Church McKeansburg medium. I also understand that publication of these photographs may be accomplished electronically via the Internet/World Wide Web and that after publication the church will be unable to prevent persons from gaining access to the Internet/World Wide Web, copying my photographs and video there from, and subsequently using, altering, or republishing it without my consent. I waive any claim for damages against the church from unconsented use, alteration, or republication of my photographs and video by third parties accessing the Internet/World Wide Web.

I further agree that if my son or daughter creates a disciplinary problem necessitating early return from an event, I will be responsible for all related costs.

Parent Signature_____

Date

Notary:

On this the _____ day of _____, 20____

Personally appeared before me _____, personally

known by me, or has produced Pennsylvania identification

_____ and in my presence executed the foregoing

information and release form. Witness my hand and official seal this

_____ day of _____, 20____.

Notary Public Signature_____

SEAL

This release will expire one year from the date signed.

Appendix C

Christ Church McKeansburg Accident / Injury Report Form

Name: _____ Sex: Male ___ Female ___

Address: _____

City: _____ State: ___ Zip Code: _____

Telephone: _____ E-Mail: _____ Social Security Number: _____

Status: ___ Member ___ Staff ___ Guest ___ Other: (specify) _____

Date of This Report: _____ Date of Accident: _____

Time of Accident: _____ A.M. /P.M. Place of Accident: _____

NATURE OF INJURY

Abrasion ___	Cut ___	Scalds	_____
Aspxiation ___	Dislocation ___	Scratches	_____
Bite ___	Fracture ___	Shock (el.)	_____
Bruise ___	Laceration ___	Sprain	_____
Burn ___	Poisoning ___		
Concussion ___	Puncture ___		
Other (specify) _____			

DESCRIPTION OF ACCIDENT/PART OF BODY INJURED

Abdomen ___	Ankle (___ R / ___ L)	
Back ___	Arm (___ R / ___ L)	Mouth ___ Hand (___ R / ___ L)
Chest ___	Ear (___ R / ___ L)	Nose ___ Knee(___ R / ___ L)
Face ___	Elbow (___ R / ___ L)	Scalp ___ Leg(___ R / ___ L)
Finger ___	Eye (___ R / ___ L)	Tooth ___ Wrist (___ R / ___ L)
Head ___	Foot (___ R / ___ L)	Other (specify) _____

How did accident happen? What was the person doing? Where was the person? List any specifically unsafe acts and unsafe conditions existing? Specify any tool, machine or equipment involved? Additional space available on back

IMMEDIATE ACTION TAKEN

First Aid Treatment Given: ___ YES ___ NO By Name: _____ Phone #: _____ Email: _____

First Aid Rendered: _____

Sent to Hospital? ___ YES ___ NO

Transported to health care facility for further examination/treatment ? ___ YES ___ NO

___ Ambulance ___ Personal Vehicle ___ Friends Vehicle (name) _____

Form Submitted by: _____ Signature & Date: _____

Please attach additional comments / information on back of sheet