



Westside Unitarian  
Universalist Church  
901 Page Ave.  
Fort Worth, TX 76110

## WUUC Policies and Procedures

<b>Title</b>	Reporting Accident Form
<b>Number</b>	S.2.2
<b>Purpose</b>	See S.2 Child and Youth Protection Policy
<b>Scope</b>	See S.2 Child and Youth Protection Policy
<b>Definitions</b>	
<b>References</b>	S.2 Child and Youth Protection Policy
<b>Appendices</b>	
<b>Author</b>	Children's RE Committee
<b>Approval Dates</b>	Origination: 6/30/2002 Last Revision: Last Reviewed: Next Review Date: 7/1/2019

### Reporting Accident Form (See Next Page)

*No copies of this completed application form will be made. All information will be kept in a secure file cabinet.*

## REPORTING ACCIDENT/INCIDENT

### PROCEDURE

Should an accident occur during a Religious Education sponsored event:

1. Attend to the child/youth
2. Prevent further danger as much as possible
3. Inform parents/guardian in a timely manner
4. Complete the following form
5. Give the form to the Director of Religious Education (DRE) or RE committee person
6. DRE and the RE committee will determine follow-up action, i.e. notify board, determine corrective actions, etc.

**ACCIDENT REPORT** (Use back or additional sheet of paper if needed.)

Date of Accident:		Time of Accident:	
A. Who was involved?			
B. Who witnessed the accident?			
C. What happened?			
D. Where did it occur?			
E. What injuries were sustained?			
F. What treatment was received?			
G. When was family notified?		Date:	Time:
H. Who notified family?			
I. Who will follow-up with family?			
J. When will follow-up with family occur?			
K. When was minister notified?		Date:	Time:
L. Who notified minister?			
M. Please provide any additional information that may be helpful.			

	Signature	Date
Volunteer completing form		
DRE or member of RE Committee		
Parent/Guardian		

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