

# Incident Reporting & Follow-Up Policy (6.8)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

## Purpose

The purpose of this Incident Reporting & Follow-Up Policy is to establish a consistent and transparent process for reporting, documenting, and responding to any incident that may occur at Good Days Adolescent Special Needs Center (GDC). This policy ensures timely communication, accountability, and corrective actions to maintain a safe environment for all students, staff, and visitors.

## Section 1: Policy Statement

GDC is committed to maintaining the highest standards of safety and care. All incidents, regardless of severity, must be promptly reported and documented. This includes accidents, injuries, behavioral events, property damage, or any occurrence that affects safety, well-being, or program integrity.

## Section 2: Definition of an Incident

An incident is defined as any unplanned event that results in, or could have resulted in, harm to a person or damage to property. This includes but is not limited to:

- Injuries or medical emergencies.
- Behavioral outbursts or aggression.
- Property loss or damage.
- Elopement or wandering attempts.
- Allegations of abuse or neglect.
- Safety hazards or near-miss situations.

## Section 3: Reporting Procedures

All staff are required to report incidents immediately to the Director or designated supervisor. Incident reporting must occur the same day the event occurs or as soon as possible thereafter.

Steps for reporting:

1. Ensure the immediate safety of all individuals involved.
2. Provide first aid or contact emergency services as needed.
3. Notify the Director or Lead Trainer immediately.
4. Complete an Incident Report Form (E4) within 24 hours of the event.
5. Submit the completed report to the Director for review and follow-up.

## Section 4: Incident Documentation

All incidents must be documented on the official Incident Report Form (E4). The report should be factual, objective, and complete. Documentation must include:

- Date, time, and location of the incident.
- Names of individuals involved and witnesses.
- Description of events leading up to and during the incident.
- Actions taken by staff.
- Notifications made (e.g., parents, emergency services, Director).
- Recommendations for follow-up or corrective action.

### **Section 5: Notification Procedures**

The Director or designee is responsible for ensuring appropriate parties are notified of the incident in a timely manner.

- Parents/Guardians: Must be notified on the same day of the incident.
- Emergency Services: Contacted immediately when required.
- Regulatory Agencies: Informed as required by law or licensing standards.

### **Section 6: Follow-Up Actions**

After an incident has been reported and documented, follow-up actions must be conducted to address causes and prevent recurrence.

Follow-up may include:

- Review of the incident by the Director or Safety Committee.
- Implementation of corrective measures or environmental changes.
- Additional staff training or support.
- Updates to individual care or behavior plans.
- Communication with families regarding outcomes.

### **Section 7: Confidentiality**

Incident reports are confidential and will be shared only with authorized personnel. Reports will be stored securely and retained in accordance with the Record Retention & Data Security Policy (1.5).

### **Section 8: Review and Trend Analysis**

The Director will review incident reports regularly to identify patterns, trends, or areas of concern. Quarterly safety reviews will be conducted to evaluate preventive strategies and policy effectiveness.

### **Section 9: Staff Training**

All staff are trained on incident identification, reporting procedures, and emergency response protocols during orientation and annual refreshers.

## **Section 10: Acknowledgment**

All staff must review and acknowledge this Incident Reporting & Follow-Up Policy during onboarding and annual training. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026