

LT Incident Reports

We require our LT leaders to contact Reliant to report any incidents during their LT Program. Within 24 hours of an incident occurring, an LT Director or staff member should fill out the initial section of the incident report to document what has happened.



In the case of an emergency, the first priority is to treat the medical situation, etc., and to call emergency contacts before beginning the incident report.

At Leadership Training, the safety and well-being of our participants is our top priority. To ensure that we handle incidents effectively, we require an incident report whenever an incident or emergency occurs. This documentation is crucial not only for immediate response but also for long-term record-keeping and accountability.

Purpose of Incident Reports

Incident reports serve multiple purposes:

1. **Documentation:** Recording details of any incidents helps maintain accurate records that can be referenced later for insurance claims, parent inquiries, and potential medical follow-ups.
2. **Safety Protocol:** Following established procedures, similar to those used by the YMCA, ensures that we consistently respond to incidents and emergencies. This reinforces a culture of safety and responsiveness within our program.
3. **Communication:** Clear and timely reporting allows us to communicate effectively with parents and medical professionals, ensuring that everyone is informed and prepared to address any issues.

Reporting Process

At the beginning of each LT, staff should remind participants to report any injuries or incidents to a staff member immediately, following YMCA and Reliant protocols. Staff will often need to make judgment calls regarding the severity of incidents. Here are some guidelines on how to handle various situations:

- **Emergency Situations:** If someone is seriously injured, start by calling 911. While waiting for help, document the situation in the waiting area, ensuring you're with the participant to provide support.
- **Medical Attention Required:** If a participant needs to see a doctor or has reported the incident to YMCA staff, a report must be filed.
- **Participant Reports:** If a participant approaches you with an injury, regardless of their initial assessment, it's crucial to document the incident for future reference.
- **Observation:** If you witness an incident that appears significant, such as a participant limping or showing distress, take the initiative to fill out a report.

Incidents include but are not limited to:

- Medical treatment, doctors/hospitals, etc.
- Police involvement
- Significant moral failures
- Emotional Health Issues
- Dismissals from program
- Loss of YMCA employment or significant employment issues
- Parental concerns
- Natural Disaster
- International crisis

Follow-Up Steps After Creating an LT Incident Report

Once an LT Incident Report has been created, the following follow-up actions are essential:

- **Review the Report:** Ensure all details are accurate and comprehensive. Check for any missing information.
- **Notify Relevant Parties:** Share the form with all local LT leadership (co-directors and assistant directors) and LT staff relevant to the situation.
 - Note: When you create an LT Incident Report, it will **automatically be shared** with Reliant Central (LT@reliant.org), the National LT Director, the Collegiate Board Reps, and Collegiate Program Team Director.
- **Check on the Participant:** Follow up with the injured participant to see how they are feeling and if they need further assistance.
- **Document Outcomes:** Record any medical outcomes or decisions made by the participant after the incident (e.g., doctor's visit results).
- **Update Records:** Ensure that all documentation is filed appropriately for future reference and compliance.