

## **Incident Reports: The 5 Ws**

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**What is an Incident Report?** An Incident Report is a form that should be completed anytime there is an “incident” in your gym or at your meet. How you define an incident in your gym is up to you and it should be spelled out in your employee handbook so that staff members know when they need to complete one. Injuries should always be documented in an incident report. Some club owners and meet directors will also complete an incident report if there is inappropriate behavior at the gym or at a meet and action was taken to address it. Remember that suspected child abuse or sexual abuse **MUST** be reported to law enforcement and to SafeSport immediately.

**Why do I need to complete an Incident Report?** It’s best practice to complete an incident report so that you have a detailed record of the events completed as soon as possible after the incident is stabilized. This is usually required for insurance claims. This comes in handy if there is a SafeSport report, a lawsuit or law enforcement involvement, or if there is later a discrepancy in recollection of events.

**Who should complete it?** The person witnessing and/or responding to the event should complete the incident report as they have first-hand knowledge of what occurred. If more than one person completes the incident report, each reporter should initial the section that they added and write their name, with initials at the bottom of the report for identification later.

**When should it be completed?** Incident reports should be completed immediately after the situation is stabilized so that the documented information is fresh in your mind and details can be recalled. Keep incident reports on file for many years after the athlete becomes an adult. Statutes of limitations for personal injuries for minors can extend for 2-6 years after adulthood. Check with your legal counsel to find out how long you should keep them on file in your state.

**What should an incident report include?** Consult your legal counsel for further information. Incident reports should, at a minimum, include:

1. Date and Time of Incident
2. Name(s) of persons injured/involved
3. Where incident occurred (apparatus/skill, lobby, parking lot, etc.)
4. Type of injury or incident
5. Who responded (list all who assisted including athletes who went to get help)
6. Initial assessment (suspected fracture, dislocation, laceration, concussion, etc.)

7. Initial response (ice, apply pressure, call 911, stabilize, etc.)
8. Subsequent response (athlete moved to {safe location}, limb elevated, athlete monitored every "x" minutes, athlete not allowed to drive themselves home, etc.)
9. Parent notification (who notified the parent, how they were notified, when they were notified, what information they were provided, what parent needs to do prior to child's return to gym). Parent signature on incident report may be beneficial to validate that the parent was notified of the injury.
10. If EMS responded, time of arrival
11. Name of person completing report with signature, date, and time of report completion