

INCIDENT REPORT

(To be filled out by primary agency contact ASAP, and reviewed report submitted w/in 24 hrs)

Child/Youth Name:	Age:	DOB:	Foster Home Name:
Date of Incident:	Time of Incident:	Location of Incident:	

Staff Incident Reporting Procedures:

1. **Call 911** for any situation requiring immediate medical attention or where there has been serious injury to a foster child/youth or others. Report to CPS Intake and/or social worker, Program Manager and/or Clinical Director per WAC 388-138-120. See chart.
2. Submit the completed Incident Report to APCH Program Manager or Clinical Director ASAP to allow review within 24 hours.
3. Submit written, reviewed report to social worker.

If the child has RUN AWAY, the incident must be reported to (1) State social worker if available; if not available, then to (2) Children’s Administration Centralized Intake line at 1-800-562-5624, (3) local law enforcement and to (4) Washington State Patrol Missing Children’s Clearinghouse at 1-800- 543-5678

Name of Person Notified	Time Notified	Date Notified
Program Manager		
Clinical Director		
APCH Licensor		
DSHS Social Worker		
Centralized Intake		
Police/Sheriff	Run #:	
Washington State Patrol	Run #:	
Missing Children’s Clearinghouse	Incident #:	

***Provide summary of Incident: the names, telephone numbers and addresses of witnesses, what preceded the incident, description of incident (who, what and where) and summary of follow up plan for incident. ALWAYS provide police report number and date and time if the police are involved.**

Summary of Incident:

Immediate Action Taken:

Need for Follow-up:

Staff Signature: _____

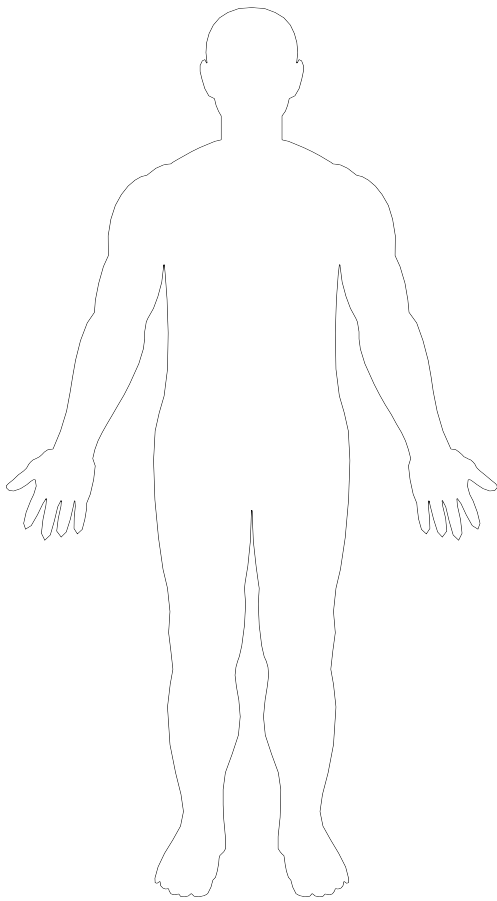
Date:

Report the following situations to:	CA Intake	Social Worker	Case Manager
Abuse/Neglect (reasonable cause)	X	X	X
Licensing or certification requirements which place health and safety of child at risk	X	X	X
Death of Child	X	X	X
Suicide attempt that results in injury and requires off-site medical attention	X	X	X
Suicidal/homicidal ideations , gestures, or attempts that do not require professional medical treatment		X	X
Unexpected health problems outside the anticipated range of reactions caused by medications, that do not require professional medical attention;		X	X
Any emergent medical or psychiatric care that requires off-site attention		X	X
Any medication given incorrectly that requires off-site medical attention	X	X	X
Any incident of medication incorrectly administered		X	X
Physical assaults requiring medical attention off-site by two or more children	X	X	X
Physical assaults of foster children by children that require off-site medical attention	X	X	X
Physical assault of foster parent or staff	X	X	X
Disclosure of physical abuse	X	X	X
Physical assaults between two or more children that result in injury but do not require professional medical attention;		X	X
Serious property damage that's not immediately corrected and could cause injury or affect health or safety	X	X	X
Sexual contact between two or more children (not typical pre-school play)	X	X	X
Disclosure of sexual abuse	X	X	X
Improper or excessive physical restraint	X	X	X
Use of prohibited physical restraints for behavior management		X	X
Run-away (and notify police, WSP & Clearinghouse)	X	X	X

INJURIES

Use the following diagrams to indicate locations of any injuries.
Use "X"s or cross-hatching to show area(s).

Front



Back

