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### Student Incident Report Form

<b>Name of Student(s):</b>	
<b>School Name:</b>	
<b>TEC Program Name:</b>	
<b>Location(s) of Incident:</b>	
<b>Date of Incident:</b>	
<b>Start Time and End Time:</b>	
<b>Reported By:</b>	

#### **Triggers and Signals**

What factors occurred before the incident. Consider both triggers (what was happening in the classroom, what was the student doing, what were other people doing, etc.) and signals (what antecedent behaviors did the student show before the incident occurred such as pacing, non-compliance, verbal statements, etc.) Also state the duration of this phase.

*Task 1: State what the child was doing before the incident took place and in what environment/context (what doing/ with whom/ where)*

Examples:

1. Child was engaged in academic activity with other peers at a large table in the classroom.
2. Child was eating lunch alone at his desk in the classroom.
3. Child was walking on the track with 2 other adults.

Format: Child was doing.....name location.....list others in environment.

*Task 2: State signals, triggers, or other behavioral antecedents which took place before the incident occurred (change in behavior) and what steps, if any, staff took to help situation.*

Examples:

1. Increased non-compliance was observed and staff offered student option of “break.”
2. Student began to yell and staff removed other students from the classroom while primary staff person utilized calming techniques outlined in child’s Positive Support Plan.
3. Student verbally threatened staff, “I am going to kick you” and staff members attempted to redirect child by reviewing schedule and choice board.”

Format: Label precursor behavior and staff response to behavior in direct, declarative sentence.

*Task 3: State how long this phase of incident lasted (number of minutes)*

Examples:

1. Child remained in this state for 20 minutes.
2. Child remained in this state for 2 minutes.

Format: Child remained in this state for ....state duration.



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### Incident Summary

Describe the incident in detail. Describe behavior or action of student, how staff members responded, duration of incident, etc.

*Task 1: State what action occurred and what staff did in response (be specific). Be sure to label duration of each stage of incident.*

Example:

1. Child became aggressive in the form of punching teacher in the arm. Teacher attempted to block using Safety Care Check. Child continued to punch towards teacher for 45 seconds. At this time, it was decided that child was in imminent risk of hurting himself and so a 1-person protective hold was applied for a period of 1 minute. Child displayed calm as evidenced by no attempt to aggress, slow steady breathing, and compliance to motor directions given by teacher.
2. Child fell off of the swing and began to cry. Teacher looked at child's knee and escorted him to the nurse's office.
3. Child left the building and began running towards the street. Staff decided child was in imminent risk of harming himself and so a 2-person protective hold was applied. This lasted for 30 seconds. Once child was calm, he was escorted into building and walked without physical escort to his classroom.

Format: What happened? What form did this take? How did staff respond? What was justification for any "hands on" approach?

### Post-Incident Response

How was incident or accident resolved? What injury(ies) occurred, if any? Describe medical follow-up. Who was informed of incident and when did this happen?

*Task 1: State how incident was resolved, how child was able to return to pre-crisis condition. Remember to note behavioral techniques, review of schedule, or other strategies which helped to resolve situation.*

Example:

1. Child was directed to take 10 deep breaths, which he did. Staff then directed him to complete 3 file folder games which are known to be mastered, easy tasks for child, which he did. Staff delivered frequent verbal praise for compliance and child was returned to non-crisis state after approximately 10 minutes.

*Task 2: What injuries occurred, if any? What protocols were followed in case of injury?*

Example:

1. A scratch was noticed on child's back. Staff called TEC nurse and informed her of incident. Scratch was cleaned and band-aid applied.
2. Child complained of stomach pain. Child was escorted to school nurse who gave him crackers and asked him to lie on the office cot, which he did.

*Task 3: Who was informed of incident, and when?*

Example:

1. I notified my direct supervisor, Mayumi Demuth, of the incident at 2:00.
2. I called parent at 3:00 and summarized these events via phone conversation.