

Post-Incident Reporting

- **Definition of incident** – an individual occurrence or event.
- **Who reports** - Any employee who may provide medical assistance to a student.
- **When & Why** – As soon practicable after an incident. This report will provide a space for the collection of critical details of the incident and will serve as data to analyze and guide future practice.
- **Goal of debrief** - To support our staff, acknowledgement and reassurance of care and communicating information about available resources. This information may be used to guide future modifications to the environment or programming.

Incident report online: Employees are encouraged to report any injuries that may have occurred during an incident using the reporting system within HourZero.

Post-incident staff debriefing is most effective when:

- It is scheduled as soon as possible following the incident.
- There is a facilitator, usually the principal or designate.
- Confidentiality is respected.
- Everyone is allowed to talk about what happened and how they felt during and after the incident.
- Everyone is informed about what is happening with the student involved (consequences/follow-up actions).
- Feelings are validated (each person’s experience is unique and normal).
- There is no judgment/no criticism of actions or emotions (not a sign of weakness or incompetence).
- Counseling is left to the professionals.
- Additional help is discussed (access specialists, professionals, Employee benefit access or InkBlot).
- Individual strengths are highlighted/recognized - Important to identify what went well.
- Debriefing serves both as a caring response and as a component in developing new prevention/ intervention strategies

NAME OF STUDENT: _____ **Date:** _____ **Grade:** _____

Staff Impacted:	Principal/ Designate:	C.O. Staff Contacted:
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Review the incident (pre, during & post)

Reflections including successful strategies and recommendations for improvement:

Immediate interventions accessed at the time of the incident (indicate with an X):

- Medical Procedure
 Self-Regulation Space
 Hold & Secure or Lock Down
 Emergency Medical
 Room Evacuation
 Home Support
 RCMP
 NCI Hold
 Other: _____

Possible Actions	Who	Possible Actions	Who
Follow up with parent/guardian		Follow-up debrief: other staff who need to be aware	
Injury report (staff)		Follow-up with student involved	
Injury report (staff)		Follow-up with other students involved, as appropriate	
Review student profile		Follow-up with Inclusive Learning Services	
Review IPP		Further training	
Review EBSP		Personal Protective Equipment and Staff Safety Plan	
Interventions available (review)		Access Peace Collaborative Services	
Other:		Other:	

Please note additional comments or statements attached: