

# Youth Programs – Incident Reporting Protocol

## ABUSE AND NEGLECT

### Abuse and Neglect

- Sexual
- Physical
- Mental
- Emotional

**Abuse** is *Mental, emotional, physical, or sexual injury to a child or failure to prevent such injury.*

**Neglect** is *Failure to provide a child with food, clothing, shelter and /or medical care Leaving a child in a situation that places them at risk of harm.*

- Report immediately to Texas DFPS 1-800-252-5400 or <https://www.txabusehotline.org/Login/Default.aspx>
- Report to Youth Program Support Manager
- Report to parent, if not implicated
- If of a sexual nature, call Title IX office at 956-665-2103 even if this happened off campus
- If abuse occurred on campus, call UTRGV Police Department 956-665-7157 or 956-882-7777(UTRGV)
- If alleged abuser is a staff member, contact HR for appropriate guidance
- Submit Maxient Incident Report on Youth Programs website on date of occurrence

## BEHAVIORAL

- Fighting
- Bullying
- Tobacco products
- Vaping devices
- Property damage
- Theft
- Illegal drugs & alcohol

- Notify parent immediately
- Contact UTRGV Police Department
- Submit Maxient Incident Report on Youth Programs website on date of occurrence

## MEDICAL

### Serious injury/ illness

- Call 911 - Ensure the camp medical release and medical history forms are provided to emergency personnel
- Contact UTRGV Police Department
- Notify parent immediately
- A UTRGV staff member must accompany injured minor to emergency treatment facility until parents arrive
- Submit Maxient Incident Report on Youth Programs website on date of occurrence
- Notify supervisor of serious injury on date of occurrence

### Non-emergency care beyond what camp can provide

- Minor injury
- Nausea
- Cold/ Cough/Fever
- Falls

- Notify parent immediately
- Take minor to UTRGV Student Health Services to assess and provide first aid; take Confidential Medical Information form (If injury occurs off campus, determine appropriate medical facility)
- Submit Maxient Incident Report on Youth Programs website on date of occurrence

### Scratches, minor cuts, blisters, etc.

- Provide care based on Confidential Medical Information form consent (topical ointments, bandages, etc.)
- Notify parents immediately

	<ul style="list-style-type: none"> <li>• Submit Maxient Incident Report on Youth Programs website on date of occurrence</li> </ul>
<b>TRAVEL</b>	
Incidents occurring during program travel	<ul style="list-style-type: none"> <li>• Follow aforementioned guidance based on incident</li> <li>• For vehicular accidents, call 911 for assistance, for non-emergency assistance contact local PD</li> <li>• As per travel policy, UTRGV Police Department must also be notified of accidents regardless of location</li> <li>• Based on severity of accident, assess situation and provide care as possible to minor participants as assistance arrives</li> <li>• Notify parents immediately and/or as possible based on severity of accident</li> <li>• Notify supervisor of the accident on date of occurrence</li> <li>• Notify school districts or other involved parties</li> <li>• If any injuries, seek guidance from Environmental Health and Safety Office (956) 665-3690 (such staff injury protocol and youth program insurance) on date of occurrence</li> <li>• Submit Maxient Incident Report on Youth Programs website on date of occurrence</li> </ul>