

Incident and Claim Reporting

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on behalf of CAC Health and Safety Committee

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Incident/Claim Reporting

Since 2010, all injuries, illnesses and incidents requiring the intervention of a medical provider beyond basic Scout-rendered first aid shall be reported to the local council who will in turn file those incidents via MyBSA online reporting resource.

This lower threshold of reporting expands upon prior requirements for periods of unconsciousness, inpatient hospital admission, surgical intervention, and fatalities. The examples below illustrate the new reporting requirements.

Example: A camper cuts his finger and goes to the health lodge for first aid. In this example, reporting is not required but it can be entered. The cut is minor, requiring only cleansing of the wound and application of an antibiotic and a bandage. Even though first aid was accomplished by the camp health officer, the Scout could have accomplished the same basic first aid himself. However, if the same cut requires stitches to close, the incident is reportable.

Example: An adult at camp reports chest pain. An ambulance is called and the adult is checked at a local hospital, then released. This incident is reportable.

Example: A youth falls and complains of a headache. He is checked at the local hospital and released back to camp. This incident is reportable.

Capture the information using the Incident Information Report, No. 680-016, and forward the information to the local council within five working days. Near misses in COPE, climbing/rappelling programs, or pilot programs shall also be reported using this method with the Near Miss Incident Information Report, No. 680-017.

If an incident involves a fatality or other catastrophic incident, including multiple serious injuries or illnesses, report the incident immediately and follow the council's crisis communication plan.

Note: It is important to conduct complete and thorough reporting. The treatment documented in camp First Aid Logs is not injury, illness, or incident reporting; it is merely documentation of the treatment provided or the routine drugs administered.

The 'incident' information report form can be found online at:

http://www.scouting.org/filestore/pdf/680-016_fillable.pdf

The 'near miss' incident information report form can be found online at:

http://www.scouting.org/filestore/pdf/680-017_fillable.pdf