

Youth Programs – Incident Reporting Protocol	
ABUSE AND NEGLECT	
Abuse and Neglect <ul style="list-style-type: none"> • Sexual • Physical • Mental • Emotional <p>Abuse is Mental, emotional, physical, or sexual injury to a child or failure to prevent such injury.</p> <p>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.</p>	<ul style="list-style-type: none"> • 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 an incident report in Ideal-Logic on date of occurrence
BEHAVIORAL	
<ul style="list-style-type: none"> • Fighting • Bullying • Tobacco products • Vaping devices • Property damage • Theft • Illegal drugs & alcohol 	<ul style="list-style-type: none"> • Notify parent immediately • Contact UTRGV Police Department • Submit incident report in Ideal-Logic on date of occurrence
MEDICAL	
Serious injury/ illness	<ul style="list-style-type: none"> • 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 incident report in Ideal-Logic on date of occurrence • Notify supervisor of serious injury on date of occurrence
Non-emergency care beyond what camp can provide <ul style="list-style-type: none"> • Minor injury • Nausea • Cold/ Cough/Fever • Falls 	<ul style="list-style-type: none"> • 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 incident report in Ideal-Logic on date of occurrence
Scratches, minor cuts, blisters, etc.	<ul style="list-style-type: none"> • Provide care based on Confidential Medical Information form consent (topical ointments, bandages, etc.) • Notify parents immediately

	<ul style="list-style-type: none"> • Submit incident report in Ideal-Logic on date of occurrence
TRAVEL	
Incidents occurring during program travel	<ul style="list-style-type: none"> • Follow aforementioned guidance based on incident • For vehicular accidents, call 911 for assistance, for non-emergency assistance contact local PD • As per travel policy, UTRGV Police Department must also be notified of accidents regardless of location • Based on severity of accident, assess situation and provide care as possible to minor participants as assistance arrives • Notify parents immediately and/or as possible based on severity of accident • Notify supervisor of the accident on date of occurrence • Notify school districts or other involved parties • 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 • Submit incident report in Ideal-Logic on date of occurrence