



Our Mission To provide quality services which enhance the lives of people with disabilities.

Incident Report

☐ AWOL ☐ General ☐ Medical ☐ Medication/PRN ☐ Substance Abuse

Individual Involved: _____ Date of Incident: ____/____/____
Day/ Month/ Year

Location of Incident: _____ Time of Incident (24hr): _____

Staff Reporting: _____ Staff Involved: _____

Medication:

☐ PRN ☐ Omitted Dose ☐ Incorrect Dose ☐ Incorrect Med ☐ Incorrect Time

☐ Refused ☐ Incorrect Method ☐ Other (specify): _____

Section 1 – Description of Incident (describe incident using antecedent, behavior and consequence)

Antecedent (Brief description of the events leading up to the behavior, eg: triggers, setting events, etc):

Behavior (Description of what happened):

Consequence (Describe the outcome of the behavior, including natural and logical outcomes):



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Section 2 – Restrictive Procedure

Restrictive Procedure Used (as per behavior support plan): ☐ Yes ☐ No (If Yes, please describe)

How long was the procedure utilized: _____

Authorization for Procedure use from: _____

Effectiveness of Actions Taken (please describe the outcome as well as recommendations for future use):

Section 3 – Persons Notified

(please record the name of the person beside each checked box)

	Immediately	Within 24 Hours
Supervisor	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Guardian	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Pharmacist	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Doctor	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Staff Responsible	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Other: _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Section 4 – Instructions Given

(please describe below instructions given and by whom)

Staff: _____
Print Name Signature Date

Administration: _____
Print Name Signature Date

Section 5 – Comments and Follow Up (this section for Office Use)

Office Use Only

☐ Home ☐ Guardian ☐ Med Record ☐ Record ☐ File

Revised November 2013