ACCIDENT & INJURY PROCEDURES

For workshops and activities at Create Together. Review before teaching and keep accessible in the studio.

1. Emergency Response

For serious or life-threatening emergencies, CALL 911 IMMEDIATELY.

Give the dispatcher the full address:

611 Vermont Route 103 S,

Ludlow, Vermont 05149.

Identify the specific building/studio where help is needed.

- Describe the emergency and follow the dispatcher's instructions.
- Provide assistance within your training. Do not move an injured person unless necessary to prevent further harm or directed by responders.
- Notify the designated Create Together Staff Leader on Duty as soon as safely possible.
- Complete the approved Accident & Injury Report after immediate needs are addressed.

2. Minor Accidents & Injuries

Minor injuries are generally superficial and do not require professional medical attention, such as small cuts, scrapes, or minor burns.

- Offer appropriate help within your training and notify the Staff Leader on Duty.
- Complete the approved Accident & Injury Report with the injured person when appropriate and submit it to Create Together.
- If an injury appears more serious, follow the emergency response instructions.

3. Injuries Involving Minors

For any injury involving a student under 18, ensure the student's immediate safety and notify their parent, guardian, or designated emergency contact immediately. Notify the Staff Leader on Duty, follow the applicable procedures, and complete the required report. Do not leave an injured minor unattended while awaiting assistance.

4. Injuries Requiring Medical Attention

- Emergency Care: Call 911 immediately if emergency medical attention may be necessary.
- Staff Notification: Notify the Staff Leader on Duty as soon as safely possible.
- Nonemergency Care: If the individual wishes to seek medical attention, provide information about nearby medical facilities and help contact someone who can arrange transportation if needed.
- Documentation: Complete the approved Accident & Injury Report.
- Declining Medical Care: Notify the Staff Leader on Duty and document the circumstances according to established procedures.

5. Accident Reporting & Documentation

- Teaching Artists and the Staff Leader on Duty must ensure accidents and injuries are promptly reported.
- Use the legally reviewed Accident & Injury Report without changing its wording or format. Record facts accurately and objectively.
- Submit completed reports to the designated Create Together representative for confidential administrative records.
- Cooperate with any necessary follow-up or clarification.

6. First Aid Kits & Supplies

Locate the studio first aid kit before class and use supplies within the limits of your training. Notify the Staff Leader on Duty if supplies are missing or running low. Routine use of a first aid kit without an associated accident or injury does not by itself require an Accident & Injury Report.

Related documents: Teaching Artist Agreement; Emergency Contacts; approved Accident & Injury Report.