



# Standard Operating Procedures



220 Mount Laurel Road  
Mount Laurel, NJ 08054  
p: 856-234-7626  
f: 856-231-8393

Name of Policy:	Reporting an accident with a client and their pet on our property.	Departments:	All
Category & No.:	SAF 1.1	Effective by:	8/30/2022
Version No.:	1	Revision History:	Original

**Purpose:** This procedure will highlight the steps to take if one of our client's gets injured on our property by their pet.

**Prerequisite(s):** N/A

**Background Information:** On 8/30/2022 our technician went out to triage a canine when the owner stepped in front of the canine's face. The canine reacted from the sudden movement which led it to bite the owner's hand. Another staff member helped with bringing medical supplies to the owner. They were then told to seek medical care from their primary physician.

**Definitions:**

**Materials Required:** Accident Report and Client Information.

**Procedure:**

1. Assess the situation, call 911 if necessary or at the pet owner's request.
2. Do not give medical/treatment advice and alert the owner to seek advice of a medical provider. If appropriate provide basic first-aid care items such as band-aid/ice.
3. Locate the Accident Report File in the Staff Forms Folder on all desktops and print.
4. Complete the report, be as specific as possible.
5. Submit to Krista McDermott.

**References:**

Attached below is the Accident Report Form.



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### **Accident Report**

Date of injury:

Time of injury:

Client's Name:

Address of Client:

Client's Phone Number:

Client's Email:

Type of injury:

Location where incident occurred:

Was 911 called? Y / N If no, note why:

List witnesses with phone numbers:

**Incident** (please print):

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Position at Mount Laurel Animal Hospital: \_\_\_\_\_