

## EMERGENCY ACTION PLAN

Given that there is an element of risk in all physical activity, an encounter with an injury is highly possible. Recognizing this fact, it is necessary to establish a plan of action for dealing with an injury when it occurs. The key to the **Emergency Action Plan** is getting the professional care to the injured student as quickly as possible. For that to happen efficiently and effectively, you must be prepared with an **Emergency Action Plan**. The following is a sample **Emergency Action Plan** taken from information found in: Ministry of Tourism/Recreation booklet, “*Exercise Caution, Prevent Sport Injuries, 1988*” and Ministry of Tourism/Recreation, “*Provincial Sport Organizations Risk Management Manual, 1987*.”

### Sample Emergency Action Plan

#### **A. You should know the following information:**

1. Location and access to the first aid kit.
2. Location and access to a telephone.
3. Telephone number of ambulance and hospital.
4. Know directions and best access routes to hospital.
5. A suitable means of transportation is available on site.

#### **B. When an injury occurs:**

1. Initially, when coming in contact with the injured student, take control and assess the situation. Exercise universal precautions related to blood/body fluids (see Appendix 6).
2. Keep in mind the cardinal rule of injury care:  
***Do not move the injured students. If a student cannot start a movement by himself/herself, do not move the body part for him/her.***
3. Instruct any bystanders to leave the injured student alone.
4. Do not remove student’s equipment if there is a risk of further injury.
5. Evaluate the injury. Assess the severity of the injury and decide whether or not further assistance is required.
6. If an ambulance is not needed, then decide what action is to be taken to remove the injured student from the playing surface.

7. If an ambulance is required:
  - a) Request assistance from another person (teacher/administrator/parent).
  - b) Have this person call an ambulance with the following information:
    - The nature of the emergency;
    - The location and closest cross street; and
    - The telephone number from where you are placing the call.
  - c) Report back to the in-charge person and confirm that the call was made and give estimated time of ambulance arrival.
  - d) Go to the access entrance and wait for the ambulance.
8. Once the call has been placed, observe the injured student carefully for any change in condition and try to reassure the injured student until professional help arrives.
9. Do not be forced into moving the injured student unnecessarily.
10. Do not provide the injured student with food or drink, unless otherwise indicated by situation (e.g., diabetes, hypothermia, dehydration).
11. Speak calmly and reassuringly.
12. When ambulance attendants arrive, describe what happened, how it happened and what has been done. Inform them about any related medical problems or past injuries of the participant, if known.
13. The **in-charge person or a designated adult** must accompany the injured student to hospital to help reassure him/her and give the relevant history.
14. **The parents/guardians of the injured student must be contacted** as soon as possible after the injury.
15. Complete an accident report and file with appropriate school board office and school administrator.
16. Establish emergency communication procedures for off-site or after school outdoors activities, e.g. cellular phone.