

WELLNESS UPDATE 2001, #5

EMERGENCY PROCEDURE PLANNING SUGGESTIONS

Injuries and sudden illnesses do not often result in life-threatening situations, nor in situations that require the help of Emergency Medical Services (EMS) Personnel. **It is important for every school to have an emergency procedure for faculty and staff members to follow should such an emergency occur. This procedure is especially important should the emergency occur during non-school hours, such as during co-curricular athletics.** The following people should be involved in developing the emergency plan: the athletic director, school nurse, licensed athletic trainer (*if available*), coaches, athletes, parents, support staff, and EMS personnel. The emergency procedure should be well planned and practiced. **Basic emergency plans include the following elements: personnel, communications, supplies, and transportation.** The following suggestions may be helpful to schools in evaluating and/or developing emergency procedures.

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PERSONNEL

The ideal would be for each school to have a Licensed Athletic Trainer on-site during every athletic practice and competition. The reality is, that this is not possible for a variety of reasons. Therefore, it is generally the coach's responsibility to handle emergency situations that arise during athletics. A good plan identifies the person responsible for the initial care of any students who may become injured. The responsible party may utilize assistants, students, custodians, or EMS personnel to assist in the emergency care procedures. **It is strongly recommended that coaches know the techniques of basic first aid and CPR.**

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COMMUNICATIONS

The emergency plan should identify the person(s) responsible for managing communications that may need to occur if a student becomes seriously injured or suddenly ill. The planning of such communications should start prior to any practice or competition. The following is a list of items to be considered in planning for communications: **1) A telephone should be accessible any time students and their coaches may be in the building. Money should be readily available if the telephone is a pay phone. 2) Emergency calling procedures and telephone numbers of emergency medical services (EMS), hospitals, police departments, fire departments, and school administrators should be posted next to all telephones that may be used in an emergency.** Coaches should carry a copy of the emergency calling procedures and emergency phone numbers with them so if a cell phone is used to call the EMS, they are readily available. *A practical suggestion would be to not include administrators phone numbers on a sheet posted near public telephones.*

Emergency calling procedures and telephone numbers of emergency medical services (EMS), hospitals, police departments, fire departments, and school administrators should be posted next to all telephones that may be used in an emergency.

3) An emergency care guideline sheet should be prepared and carried in every coach's kit or briefcase. This sheet should describe the procedure to be followed should a student become seriously injured or suddenly ill. The emergency calling procedures, emergency phone numbers and emergency care guidelines can also be put on a card designed to be carried in a wallet. This would add to the convenience of having the information available. Sample emergency care guidelines and calling procedure sheets are included in the supplement of this Update. **4) A student Health and Injury Information / Consent for Treatment Card should be carried in the first-aid kit for every sport.** This card should include any pertinent medical information, and the parent's home and work phone numbers. **These cards can be kept in a training kit or briefcase that is readily available at EVERY practice or competition.** Student health and injury information cards are available to all member schools by contacting the Iowa High School Athletic Association. A sample Health and Injury Information / Consent for Treatment Card is included in the supplement of this Update.

A student Health and Injury Information / Consent for Treatment Card should be carried in the first-aid kit for every sport.

SUPPLIES

Emergency supplies should include only those items coaches have the knowledge and training to use properly. Arm slings, splints, ice packs, and elastic wraps are among the most common supplies. A list of suggested emergency supplies is provided as a supplement to this Update.

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TRANSPORTATION

The Iowa High School Athletic Association suggests that emergency medical services personnel be contacted any time a student is seriously injured. The use of school or personal cars may be acceptable in some cases, but careful consideration should be given to the nature of the injury or illness and the possibility of further harm to the student.

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No injured or ill student should be allowed to transport him/herself or to be transported by non-school personnel without parental permission. If an injury is not serious enough to warrant the use of an ambulance, it is suggested that the person responsible for immediate care contact the student's parents and/or physician for the final decision concerning transportation. **The emergency plan should predetermine whether the coach will travel with the injured or ill student to the hospital or clinic.** If the coach does travel with the injured or ill student, someone must be put in charge of the students remaining at the school. This may need to be an assistant coach, administrator, or other qualified person. If anyone other than a coach is supervising the students, it is advisable to have the students stop activity until transportation is arranged to take them home.

No injured or ill student should be allowed to transport him/herself, or to be transported by non-school personnel, without parental permission.

Questions and comments about emergency procedures, or any other areas dealing with student-athlete's wellness, are welcome and encouraged. They should be directed to Alan Beste, LAT, Administrative Assistant at the Iowa High School Athletic Association, PO Box 10, Boone, IA 50036. (515)432-2011 <abeste@iahsaa.org>

Sources: "Emergency Medical Planning," Walker, P.J. ATC, PT. Orthopaedic and Sports Medicine Centre, Des Moines, IA; "Emergency Plans Becoming the Norm," NATA NEWS, Volume 8, 2001; Modern Principles of Athletic Training by Daniel Arnheim, Times Mirror/Mosby College Publishing, 1989; Sport First Aid, Flegel, Melinda, ATC, Human Kinetics, Champaign, IL, 1997; Sports Medicine Handbook, National Federation of State High School Associations, 2001, The Sports Medicine Foundation of America, 615, Peachtree St. N.E., Suite 1100, Atlanta, Georgia, 30308.

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SAMPLE EMERGENCY CARE GUIDELINES

- 1) If you determine an injury or sudden illness to be serious, **CALL EMERGENCY MEDICAL SERVICES (EMS) PERSONNEL IMMEDIATELY!** It is suggested that two people (*preferably adults*) be sent to call EMS and that they bring the student's health and injury information card with them. Once EMS personnel have been contacted, one person should return with that information to the emergency scene, while the second person makes other necessary telephone calls regarding the emergency.
- 2) **RENDER BASIC FIRST AID TO THE INJURED OR ILL STUDENT.** Be aware of the possibility that mouth-to-mouth resuscitation or CPR may be necessary.
- 3) **HAVE THE NON-INJURED STUDENTS SUSPEND ALL ACTIVITY,** return all materials to the proper storage places, and **SIT** in an area which you can observe, but that is away from the injured or ill student.
- 4) **SEND AN ASSISTANT COACH, CUSTODIAN, OR A RELIABLE STUDENT TO THE SCHOOL DRIVEWAY TO DIRECT EMS PERSONNEL TO THE PROPER AREA.** Inform the person to return to the scene of the injury or illness immediately after EMS personnel have arrived. This will eliminate the person being confronted by passers-by and the media.
- 5) **ALLOW EMS PERSONNEL TO TAKE CONTROL OF THE SITUATION WHEN THEY ARRIVE.**
- 6) **HAVE WHOMEVER IS DESIGNATED IN THE EMERGENCY PLAN TRAVEL WITH THE INJURED OR ILL STUDENT TO THE HOSPITAL OR CLINIC.**

SAMPLE EMERGENCY TELEPHONE NUMBERS

Emergency Medical Services #000-0000 (911)
Police Department #000-0001
Fire Department #000-0002
Hospital #000-0003
Superintendent #000-0004
Principal #000-0005
Athletic Director #000-0006

SAMPLE EMERGENCY CALLING PROCEDURES

- 1. CALL THE EMS NUMBER AND BE PREPARED TO GIVE:**
 - a. your name,
 - b. your location and address,
 - c. the telephone number from which you are calling,
 - d. the nature of the basic injury or illness, and,
 - e. what is presently being done for the injured/ill student.
- 2. THE CALLER SHOULD ALWAYS HANG UP LAST.**
- 3. CALL THE STUDENT'S PARENTS AND EXPLAIN THE SITUATION AS THOROUGHLY AND QUICKLY AS POSSIBLE.** If the parents cannot be notified, call the person or person's indicated on the student health and injury information card.
- 4. CALL A SCHOOL ADMINISTRATOR AND EXPLAIN THE SITUATION TO THEM.**

SAMPLE EMERGENCY SUPPLIES CHECKLIST

The supplies listed below may be needed in an emergency and most coaches should have the knowledge and training to use properly. Items such as stethoscopes and blood pressure cuffs are not listed because the average coach does not have the training to properly use that equipment. Some common training kit supplies appear in this list because they may be necessary in an emergency.

Air splints or other splinting materials
Arm slings or triangular bandages
Athletic tape (several rolls)
Back board (especially in the swimming pool area)
Bio hazard "red" bags
Wire/bolt cutters (especially during football season)
CPR mask
Elastic wraps (4" and 6")
Emergency calling procedures sheet (Sample included with this Update)
Emergency care guidelines sheet (Sample included with this Update)
Health & Injury Information cards (Sample included with this Update)
Injured Athlete/Person Flow Chart
Instant cold packs (unless ice is ALWAYS readily available)
Sterile gauze pads
Student information cards
Supplies for handling blood and other body fluids containing blood
Tape scissors

SAMPLE HEALTH AND INJURY INFORMATION CARD and CONSENT FOR MEDICAL TREATMENT FORM

(This form is to be completed and kept available for reference wherever competition takes place. Update medical information as necessary.)

Student's Name (Last, First, MI) _____

Age _____ Grade _____ Date of Birth _____ Today's Date _____

Parent's/Guardian's Name _____

Student's Address _____

Parent's/Guardian's Home Phone Number _____

Father's/Guardian's Place of Work _____

Father's/Guardian's Work Phone Number _____

Mother's/Guardian's Place of Work _____

Mother's/Guardian's Work Phone Number _____

In an emergency, when parent's/guardian's cannot be notified, please contact:

_____ Relationship _____ Phone _____

_____ Relationship _____ Phone _____

Family Physician _____ Phone _____

Preferred Hospital _____ Phone _____

Family Dentist _____ Phone _____

Date of last tetanus booster: _____ (month/year)

Do you wear: Glasses ___yes ___no/Contacts ___yes ___no/Dentures ___yes ___no

- OVER PLEASE -

List any known allergies, drug reactions, or other pertinent medical information. (Diabetes, seizures, history of head injury with unconsciousness or confusion, medications, etc.)

Please note and date any new injury information here: _____

CONSENT FOR MEDICAL TREATMENT

Iowa law requires a parent's, or legal guardian's, written consent before their son or daughter can receive emergency treatment, unless, in the opinion of a physician, the treatment is necessary to prevent death or serious injury.

As the parent(s), or legal guardian(s), of the child named on the front of this card, I (we) authorize emergency medical treatment or hospitalization that is necessary in the event of an accident or illness of my (our) child. I (we) understand that this written consent is given in advance of any specific diagnosis or hospital care. *This written authorization is granted only after a reasonable effort has been made to contact me (us).*

Date Parent's/Guardian's signature

Consent for Treatment endorsed by the Iowa Chapter of the American Academy of Emergency Physicians

Cards provided by THE IOWA HIGH SCHOOL ATHLETIC ASSOCIATION, BOONE, IA