

EMERGENCY ACTION PLANNING

ACTIVITY PARTICIPANT MEDICAL EMERGENCY

AT AN EVENT

If the facility is NOT a school facility, prior to the start of the season, all staff members who COULD be involved should become familiar with the facility's emergency procedures.

The coach/advisor should:

1. remain calm
2. assess the situation
3. **DO NOT MOVE THE INJURED OR ILL STUDENT, unless their safety is a concern**
4. contact the athletic trainer, or other on-site medical professional, if available
5. call 911, if necessary
6. meet, or have a designee, meet arriving medical personnel
7. notify the activities director, event manager, superintendent and/or principal and explain the situation
8. contact, or have an administrator contact, the student's parent(s)/guardian(s)
9. if the student is transported to the hospital by ambulance and the parent is not available to ride along, accompany (or have someone accompany) the student to the hospital (**do not leave the remaining students unsupervised**)
10. obtain and/or fill out appropriate medical emergency forms
11. follow up with the parent later that day or the next day, as per the critical incident/emergency plan

The activities director / event manager should:

1. assess the situation
2. review information provided by the coach/advisor
3. move all participants, spectators, and unnecessary personnel away from the injured student
4. contact 911, if necessary and not already done
5. (*optional*) make announcement #1 and/or #2 shown below
6. assist arriving medical personnel in gaining access to the site
7. cooperate fully with medical personnel
8. contact the principal and/or superintendent from your school
9. follow school protocol regarding releasing information to the media
10. update other participating schools of student's condition, if appropriate
11. if the injured student is not from your school, contact an on-site administrator from the school he/she attends or, if an administrator is not on-site, contact him or her via phone, if possible
12. follow up with the parent later that day or the next day, as per the critical incident/emergency plan
13. keep principal and/or superintendent informed of the student's condition

PA Script:

#1 Ladies and gentlemen - If there is a doctor, nurse or EMS personnel in the stands, please report to the _____.

#2 Ladies and gentlemen, EMS has been notified. Please remain calm and in the stands. An update announcement will be made, if and when appropriate.

Information provided by the Iowa High School Athletic Association and adapted, with permission, from the Michigan Interscholastic Athletic Administrators Association. It is meant to provide guidelines for schools to refer to as they develop their own emergency action plans.