

# Emergency Action Plan for While Off Campus

**1. Initiate basic first aid according to American Red Cross Standards.** Use protective gloves any time you may be exposed to blood or other body fluids, even when cleaning small abrasions. Be sure you have seen the Blood Borne Pathogens on-line video.

## **2. Contact the athletic trainers (ATCs):**

a. Prior to the first practice at an off-campus location (ex. bike path, beach, golf course, etc.) note the location of phones and AEDs that can be used in an emergency, or make sure you have a cell phone to contact the ATCs; there is a card with the athletic training room and athletic trainer cellular phone numbers in the team's medical kit.

b. Upon arrival at another school for an away contest, determine if that school has a licensed athletic trainer in attendance, how to obtain his/her assistance, and the location of a telephone for calling an athlete's parents or an ambulance and AEDs.

**3. If the host school has a licensed ATC available,** allow him/her to evaluate the athlete and determine the appropriate course of treatment but remember that you are still responsible for the athlete. If, in you feel the host ATC is not being conservative enough (ex. They want to move someone you feel needs an ambulance), insist that an ambulance be called and do not allow the athlete to be moved. ***A coach can always be more conservative than advised by available medical personnel, but not less.***

**4. If an ATC is not available,** advise the athlete to use ice 20 minutes on/20 minutes off and see the LFHS ATCs as soon as possible. The athletic training room is open periods 4 thru 8 for injury evaluations and routine care and rehabilitation. After school the ATCs are available for routine taping and event coverage. ***Please do not "screen" athletes' injuries or give them any other advice before sending them to the ATC;*** this will avoid confusing the athlete.

**5. If immediate medical attention is necessary and the ATCs are not available,** refer the athlete to the Emergency Room and tell them to follow up as soon as possible with the ATCs, at least by phone, regardless of medical advice or playing status.

a. Evaluate and stabilize all injuries prior to any movement:

- 1) Check the scene for safety and clues to the injury.
- 2) Call the ATCs. ***If they are unavailable and any of the following exist, call 911:***
  - a) Unconsciousness/unresponsiveness
  - b) Inability to speak
  - c) Difficulty breathing
  - d) Chest pain
  - e) Severe bleeding that can't be controlled by direct pressure
- 3) Care for the injury:
  - a) Check for consciousness/responsiveness
  - b) Check/care for breathing
  - c) Check/care for pulse (present/absent, strong/weak, regular/irregular, fast/slow)
  - d) Check/care for severe bleeding

- e) Check/care for deformities
- f) If victim is conscious, determine location and nature of pain, etc.

## **4) When in doubt, keep the athlete still and call for the paramedics.**

b. Stretcher and immobilization should be used for any possible lower extremity fracture or significant knee injury; if needed and ATCs unavailable, activate EMS.

c. If ambulance transport is not required, the athlete may be transported to the hospital or physician's office in their parent's car. ***LFHS personnel do not provide transportation, in either LFHS or personal vehicles, as part of their duties at LFHS.*** If the parents are unavailable, an ambulance should be called.

d. In case of possible cervical injury call an ambulance and do not move the athlete.

***e. If the athlete is transported via ambulance, an adult, preferably an LFHS staff member or one of the athlete's parents, should accompany the athlete.***

f. In general, the parents should make the decision to call an ambulance but use your judgment. ***When in doubt, call the ambulance.***

## **6. Activating Emergency Medical Services System (EMS):**

a. In Lake Forest, dial 911. If at another school, dial the appropriate emergency number (usually 911).

b. Identify yourself, tell the dispatcher:

- 1) Location of incident; include specific Directions and town.
- 2) Nature of the injury.
- 3) What is being done and the qualifications of personnel present.

## **4) Don't hang up until told to do so by the dispatcher.**

c. Send a responsible individual to meet the ambulance and direct them to the site.

d. Allow the ambulance personnel to take over and assist them as needed.

**7. Once the ATC has determined that physician evaluation is necessary,** you will be notified. The athlete will not be allowed to practice or compete until a written or verbal clearance is received by the ATC directly from the physician. The ATC will notify you when the athlete has received a medical clearance.

**8. Keep your medical kit, ice, and walkie-talkie available at all practices and games.** Ice machines are readily available at both east and athletic campuses for you to fill your ice chest prior to boarding the bus. If you need an ice chest please see the ATC. When you need supplies, bring the kit to the athletic training room.

**9. A note must be made in the athlete's medical record of all injuries and treatments provided by school personnel.** Generally this will be done by the ATC but if you refer the athlete to the Emergency Room (whether they go or not) or if the athlete sees a physician on their own, you must complete a LFHS accident report.