

Accident/Injuries/First Aid Procedures

ACCIDENTS/INJURIES/FIRST AID: (On-Site)

CERTIFICATIONS: All full-time staff are required to have a current and valid card for "STANDARD FIRST AID CARE or higher 1st Aid Certification AND CPR" with defibrillator training or equivalent. All part-time employees are encouraged to take the: "Standard First Aid and CPR" course, but it is not required. A copy of each full-time staff member's certifications will be kept in each staff member's personnel file.

UNIVERSAL PRECAUTIONS: Wear gloves provided in First Aid kit whenever administering first aid involving body fluids such as blood, vomit or any other excretions. Blood saturated materials must be double bagged and returned to owner or be disposed of separately (leave for janitor in red bin labeled "waste" in maintenance storage closet). When cleaning vomit, use saw dust provided in janitor's closet; sweep clean and damp mop.

MINOR INJURIES (scrapes, bruises, brush burns): On Site:

During the afternoon/evening hours a Club member who has experienced a minor injury such as those mentioned above should be sent to the Club Office under their own power or be escorted by a friend or staff member. The Club office volunteer or staff member who is working the front desk area will be responsible for administering the minor first aid unless otherwise advised by the CPO or Director of Operations. The person administering the first aid should supply the Club member who suffered the minor injury with the cleaning solution, band-aid, ice pack, first aid cream, etc. and when possible have them administer their own treatment. If the Club member is very young and cannot clean the wound or apply the band-aid themselves, the volunteer or staff member present should assist. After taking care of the minor injury, the staff member or office volunteer working the front desk should follow-up with the injured member later that day by paging them over the PA and double-checking on them prior to their departure. Parents do not need to be notified. Course of treatment, name of injured, etc. should be recorded in Medical Log Book at front desk. Report any repeated similar-in-nature injuries to the Unit Director/CPO or Director of Operations. During hours of operation when we do not have a designated staff member or volunteer working the front desk, the individual staff member in charge must administer their own first aid following the procedures stated above.

SMALL, NON-THREATENING INJURIES (twisted ankles, small cuts requiring stitches): Do not move injured until you have adequately surveyed the situation. Staff member responding to the injured is to administer and handle his/her own first aid unless otherwise advised by a staff member or individual who possesses a higher level of first aid certification. A secondary staff member or volunteer should assume the supervision responsibilities of the staff member attending to the injured. Staff member responsible for the first aid is responsible for contacting member's parents to notify them of the injury. A follow-up call that evening or the next day must take place. Communicate injury to Chief

Professional Officer by a phone call (698-8876) or note in mail box. Call parents even if the injury appears minor or the member states that he/she is ok. Our primary concern is the well-being of the Club members and we should always err to the side of caution when assessing and dealing with injuries.

SERIOUS, THREATENING INJURIES (possible broken bones, significant bleeding, and neck injuries): Staff Member will:

- Stay with injured. Send other members present for Unit Director, CPO or another staff member.
- DO NOT MOVE INJURED!
- Survey the situation.
- Stop a bleeding wound (follow Universal Precautions).
- Contact first aid squad – Call 911.
- Only allow a qualified person to administer first aid.
- Notify parents.
- If the injured has been stabilized by the first aid responder a staff member should print out the Club members profile for the medical personnel from the main office computer.

If injured is removed to the hospital by ambulance and parents cannot be notified, the staff member should accompany injured to the hospital and remain at the hospital until a parent is present. Staff member MUST make sure that appropriate staff coverage exists at the Club to cover his/her program space if he/she must leave with injured. If no other staff members are present the staff member must remain on site at the club and the injured members must go to the hospital by themselves. Under no circumstances should a staff member personally transport injured to the hospital in his/her own vehicle.

If injured does not require hospitalization, parents should be notified for transportation home. Staff members should not drive injured members home.

ACCIDENTS/INJURIES/FIRST AID: (Off-Site):

MINOR INJURIES (scrapes, bruises, brush burns): Off Site (Lacrosse/Rugby Practices – Games, basketball Games).

When a Club member/player experiences a minor injury such as those mentioned above, the Club staff member or volunteer coach who is leading the group will be responsible for administering the minor first aid. The person administering the first aid should supply the club member/player who suffered the minor injury with the cleaning solution, band-aid, ice pack, first aid cream, etc. and, when possible, have them administer their own treatment. If the Club member/player is very young and cannot clean their own wound or apply the band-aid themselves, the volunteer, coach or staff member present should assist. After taking care of the minor injury the staff member/volunteer coach should follow-up with the injured member/player later in the practice/game to

check on them prior to their departure from practice, games, field trips, etc. Parents do not need to be notified. Course of treatment, name of injured, etc. should be recorded in Medical Log Book that should be maintained in first aid kit provided by the Club. Report any repeated similar-in-nature injuries to the Unit Director/CPO or Director of Operations.

SMALL, NON-THREATENING INJURIES (twisted ankles, small cuts requiring stitches): Do not move injured until you have adequately surveyed the situation. Staff member/volunteer coach who responded to the injured is to administer and handle his/her own first aid unless otherwise advised by a staff member, volunteer or individual who possesses a higher level of first aid certification. A secondary coach/staff member or volunteer should assume the supervision responsibilities of the remaining players/members/campers, etc. Staff member/volunteer coach who administered the first aid is responsible for contacting member's parents to notify them of the injury. They can request a secondary staff member/coach or volunteer call the parent while the initial staff responder is administering the first aid. It is the responsibility of the initial staff member responding to contact the parents with a follow-up call that evening or the next day to check on the status of the injury with an expressed concern about the well-being of the member. Please communicate injury to Chief Professional Officer by a phone call (698-8876) or by placing a note in his mail box in the main office so that he will have notice of the injury first thing in the morning. Our primary concern is the well-being of the Club members and we should always err to the side of caution when assessing and dealing with injuries. The staff member/volunteer coach, etc. should complete the accident/incident report form for any small, non-threatening injury that required that the Club member/player be seen by a medical professional. If the injured did not go to a medical professional, please record course of treatment, name of injured, etc. in Medical Log Book that should be maintained in the first aid kit provided by the Club. Report any repeated similar-in-nature injuries to the Unit Director/CPO or Director of Operations.

SERIOUS, THREATENING INJURIES (possible broken bones, significant bleeding, and neck injuries): Staff Member will:

- Survey the situation – check the scene and the injured.
- DO NOT MOVE INJURED. Stay with them. Send other members/players present for another staff member/volunteer coach, etc. Contact or have someone contact first aid squad (911), if warranted.
- Begin first aid. Only allow a qualified person to administer first aid. Allow the staff member/volunteer coach present with the highest first aid certification to administer any necessary first aid.
- Notify parents – The Staff member, volunteer, coach or parent in charge needs to make sure that they parents are notified immediately. It does not matter if he/she delegates the call to another staff member, volunteer, coach or parent as long as the call is made.
- If the injured has been stabilized by the first aid responder, a staff member should print out the Club members profile for the medical personnel from the main office computer; or have the copy of medical health form for players/campers to provide to the professional first aid responders.

If injured is removed to the hospital by ambulance and parents cannot be notified, the staff member or volunteer coach should accompany injured to the hospital and remain at the hospital until a parent is present. Staff member/volunteer coach MUST make sure that appropriate staff/volunteer coverage exists at the Club or off-site practice/game area/camp to supervise the remaining members/players/campers, etc. If no other staff members are present, the staff member/volunteer coach must remain on-site at the Club and the injured member must go to the hospital by themselves. Under no circumstances should a staff member personally transport injured to the hospital in his/her own vehicle.

If injured does not require hospitalization (judgment call), parents should be notified for transportation home. Staff members should not drive injured members home.

ACCIDENT REPORTS: After any serious threatening or small non-threatening injury that requires first aid, a Staff Member must...

- Complete an Accident Incident Report form** in detail.
- Make entry into Medical Log Book (top drawer of volunteer desk or first aid log book in medical kit).
- Notify parent of injury by telephone no matter how minor the injury may appear if entering on accident report.
- Make a follow-up call the next day to check up on the condition of the member.
- Communicate with the CPO by phone ASAP – Gary Schutrum 698-8876/Unit Director – Neil Parrish – 655-1232; or in writing on the day of the incident.
- Complete entry into log book and follow up with injured member later that day or the following day to ensure their welfare and make sure injury was minor.
- **The Accident Incident Report form is on the server. To access the form in PDF format, do the following: Click “Start”, “My Computer”, “BGCEA Data Files (O Drive)”, “Shared Files”, “Accident Incident Report Form”. Once you have a blank form, save it in the Shared Files under the name of the injured person and then complete in detail. Print a copy of the completed form.

| Acknowledgment

I have read and agree to comply with the Club's policies regarding Accident/Injuries/First Aid Procedures

Signature of Staff or Volunteer

Date