



## Emergency Action Plan Checklist

### Access to telephones

- Cell phone, battery well charged
- Training venues
- Home venues
- Away venues
- List of emergency phone numbers (home competitions)
- List of emergency numbers (away competitions)
- Change available to make phone calls from a pay phone

### Directions to access the site

- Accurate directions to the site (practice)
- Accurate directions to the site (home competitions)
- Accurate directions to the site (away competitions)

### Participant information

- Personal profile forms
- Emergency contacts
- Medical profiles

### Personnel information

- Person in charge is identified
- Call person is identified
- Assistants (charge and call persons) are identified

- *The medical profile of each participant should be up to date and located in the first aid kit.*
- *A first aid kit must be accessible at all times and must be checked regularly. See the appendices for suggestions on contents of a first-aid kit.*

# Emergency Action Plan (EAP)

## Contact Information

*Attach the medical profile for each participant and for all members of the coaching staff, as well as sufficient change to make several phone calls if necessary. The EAP should be printed two-sided, on a single sheet of paper.*

Emergency phone numbers: **9-1-1 for all emergencies**

Cell phone number of coach:

Cell phone number of assistant coach:

Phone number of home facility:

Address of home facility:

Address of nearest hospital:

Facility contact (1<sup>st</sup> option):

Facility contact (2<sup>nd</sup> option):

Facility contact (3<sup>rd</sup> option):

Call person (1<sup>st</sup> option):

Call person (2<sup>nd</sup> option):

Call person (3<sup>rd</sup> option):

Directions to closest hospital:

## Roles and responsibilities

### Charge person

- D Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements.
- D Designate who is in charge of the other participants.
- D Protect yourself (wears gloves if he/she is in contact with body fluids such as blood).
- D Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding).
- D Wait by the injured person until EMS arrives and the injured person is transported
- D Fill in an accident report form.

### Call person

- D Call for emergency help
- D Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done).
- D Clear any traffic from the entrance/access road before ambulance arrives.
- D Wait by the driveway entrance to the facility to direct the ambulance when it arrives.
- D Call the emergency contact person listed on the injured person's medical profile.

# Steps To Follow When an Injury Occurs

**Note:** it is suggested that emergency situations be simulated during practice in order to familiarize coaches and athletes with the steps below.

## Step 1: Control the environment so no further harm occurs

- Y Stop all participants.
- Y Protect yourself if you suspect bleeding (put on gloves).
- Y If outdoors, shelter the injured participant from the elements and from any traffic.

## Step 2: Do a first assessment of the situation

If the participant:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb
- cannot move his/her arms or legs or has lost feeling in them

If the participant does not show the signs above, proceed to Step 3



**Activate  
EAP!**

## Step 3: Do a second assessment of the situation

- Y Gather the facts by asking the injured participant as well as anyone who witnessed the incident.
- Y Stay with the injured participant and try to calm him/her; your tone of voice and body language are critical.
- Y If possible, have the participant move himself/herself off the playing surface. Do not attempt to move an injured participant.

## Step 4: Assess the injury

Have someone with first aid training complete an assessment of the injury and decide how to proceed. If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step 5.



**Activate  
EAP?**

## Step 5: Control the return to activity

Allow a participant to return to activity after a minor injury only if there is no:

- swelling
- deformity
- continued bleeding
- reduced range of motion
- pain when using the injured part

## Step 6: Record the injury on an accident report form and inform the parents

# Head Injuries and Concussions: Follow Protocol

N.B.: The following information is presented as a series of guidelines only.  
Head injuries must be treated by a recognized medical professional.

## Introduction

Head injuries and concussions can occur in many sports, either in training or during competitions. Because of the potentially grave consequences of injuries to the head, coaches must take certain precautions and should enforce strict safety measures when dealing with them.

The information contained in this section is not designed to train coaches on how to implement a medical treatment or to offer medical advice in the event of a concussion. Rather, its purpose is to provide some recommendations on how to manage situations involving head injuries in a responsible manner. It is important to note that there is presently a lack of consensus in the medical community regarding precise grading scales and return to training or competition criteria following concussions.

## What is a concussion?

A concussion is an injury to the brain that results from a hit to the head, or to another part of the body that allows the transmission of impact forces to the head. It shows itself through a temporary alteration in the mental status of the individual, and may also be accompanied by some physical symptoms.

## Some common causes of concussions

The situations that may result in head injuries vary greatly from sport to sport. Producing a comprehensive list of possible causes is difficult. However, some common causes include:

- direct blows to the head, face, jaw, or neck.
- collisions from the blind side, or hits from behind.
- hard fall on the buttocks, or whiplash effect.
- poor quality of protective sport equipment (shock absorption), failure to wear protective equipment designed for the head, or improper adjustment of the same.
- the environment (e.g. obstacles near playing surface).
- significant differences in the skill level, age, or size of participants involved in activities with physical contact or risk of impact.
- poor physical condition, or insufficient strength in the neck and upper body musculature.

## Symptoms of a concussion

Symptoms observed in the case of a concussion include headache, dizziness, loss of consciousness, nausea, lethargy, memory loss, confusion or disorientation (lack of awareness of time, place, date), vacant stare, lack of focus, ringing in the ears, seeing stars or flashing lights, speech impairment, balance impairment, and problems with sight.

Other signs may include a major decrease in performance, difficulty following directions given by the coach, slow responses to simple questions, and displaying inappropriate or unusual reactions (laughing, crying) or behaviours (change in personality, illogical responses to sport situations).

A person can suffer from a concussion without losing consciousness.

## Managing a participant with concussion symptoms

The following short-term measures should be implemented in the event that a participant suffers a concussion:

- An unconscious participant, or a participant with significant changes in mental status following a head injury, must be transported to the emergency department of the nearest hospital by ambulance. This is a grave situation and the participant **must be seen by a medical doctor immediately**. In such a situation, the **Emergency Action Plan must be implemented**.
- A participant showing any of the concussion symptoms should not be allowed to return to the current practice or competition.
- A participant showing concussion symptoms must not be left alone, and monitoring for the deterioration of his/her condition is essential. He/she should be medically evaluated as soon as possible following the injury. The circumstances of the injury should be recorded and communicated to the medical personnel.
- If any of the concussion symptoms reoccur, the participant's condition should be considered serious, and the individual must go to the hospital immediately.