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## Accident Response Plan

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There is the potential for injury in all physical activities. Therefore, it is important to have an emergency action plan. The key to any emergency action plan is getting professional care to the student as quickly as possible.

**Know the following information:**

- 1) Location and means of access to a first aid kit.
- 2) Location of a telephone.
- 3) Telephone number of ambulance and hospital.
- 4) Directions and best access routes to hospital.
- 5) Location of vehicles on the school site which could be used to transport students to hospital.

**When an injury occurs:**

- 1) Take control and assess the situation.
- 2) Remember the basic first aid rule:  
**Do not move the injured student. If student cannot start a movement by himself/herself, do not move the body part for him/her.**
- 3) Tell bystanders to leave the injured student alone.
- 4) Leave the student's equipment in place.
- 5) Evaluate the injury. Once you have assessed the severity of the injury, decide whether further assistance is required.
- 6) If an ambulance is not needed, decide how to remove the injured student from the playing surface.
- 7) If an ambulance is required:
  - a) Request assistance from another person (teacher/administrator/parent)

- b) Have the second person call an ambulance and give the following information:
    - state that it is a medical emergency
    - state what the emergency is
    - give the exact location and the name of the closest cross streets
  - c) give the telephone number from which you are calling.
  - d) After the other person has called the ambulance, he/she should report back to the person in charge, confirm the call and give the estimated time that the ambulance will arrive.
  - e) Have someone go to the entrance and wait for the ambulance.
- 8) Once the ambulance has been called, observe the injured person carefully for any change in condition, and try to reassure the injured student until professional help arrives.
  - 9) Do not move the injured person unnecessarily.
  - 10) Do not give the injured person food or drink.
  - 11) Stay calm. Keep an even tone in your voice.
  - 12) When ambulance attendants arrive, tell them what happened, how it happened and what you have done. If possible, inform the ambulance attendants about any medical problems or past injuries that the injured person may have experienced.
  - 13) Accompany the injured person to the hospital to help reassure him or her and to give the relevant medical history and injury circumstances to the physician.
  - 14) If the injured person is a student, contact the parents/guardians as soon as possible after injury.
  - 15) Complete an accident report and file it with appropriate school board official and school administrator.

**For after school and outdoor activities, have access to a cellular phone.**