

# Emergency Procedures at LFHS East Campus

**1. Initiate basic first aid according to American Red Cross Standards.** Use latex 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 video tape in the nurse's office.

- a. In the event of a possible cardiac arrest on the front lawn fields, the coach should immediately activate the EMS and send someone to retrieve the AED from the box outside the nurse's office, then utilize as per training.
- b. In the event of a possible cardiac arrest in the competition gym, weight room, field house, or stadium, or on the tennis courts or football practice fields, the coach should immediately activate the EMS and send someone to retrieve the AED from the box outside the athletic office, then utilize as per training.

**2. Contact the athletic trainers (ATCs):** The head coach at every level of every sport will be issued a walkie-talkie for the season to contact the ATCs. Also, telephones are located in the boys' & girls' coaches' offices, the athletic office, and in the fieldhouse behind the first door to your left as you enter from the lobby. Pay phones are also located in the lobby of the cafeteria and outside the east entrance to the fieldhouse lobby.

**3. If the ATCs are not available,** the coach should advise the athlete to use ice 20 minutes on/20 minutes off and see the ATCs as soon as possible. Remember, 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.

**4. 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 situations 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) Above all else, do no harm. ***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 stretcher is needed and the ATCs are not present, call an ambulance.
  - 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 to the hospital 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.***

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

- a. Dial 911 from a pay phone or 9-911 from a school phone.
- b. Identify yourself, tell the dispatcher:
  - 1) Location of incident; include specific directions.
  - 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.

**6. 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.

**7. Keep your medical kit, ice, and walkie-talkie available at all practices and games.** There are ice machines in the girl's locker room and in the athletic training room. If you need an ice chest please see the ATC. When you need supplies, bring the kit to the athletic training room.

**8. 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.